



## City of Auburn, Maine

Financial Services

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street  
Auburn, Maine 04210  
207.333.6601

November 13, 2017

Dear Bidder:

The City of Auburn is accepting written proposals for the Woodbury Brackett Municipal Garage for a **Roof Replacement Project**, located at 296 Gracelawn Road, Auburn, ME. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

A **mandatory pre-bid meeting** to review the work site is scheduled for Wednesday, November 15, 2017 at 3:00 p.m. at the Woodbury Brackett Municipal Garage, 296 Gracelawn Road, Auburn, ME. Please contact Derek Boulanger at [dboulanger@auburnmaine.gov](mailto:dboulanger@auburnmaine.gov) to confirm participation.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly:

**"Woodbury Brackett Municipal Garage, Roof Replacement Project – Bid #2018-014."**

Questions regarding this Request for Proposals should be directed to Derek Boulanger, Facilities Manager/Purchasing Agent, at (207) 333-6601, ext. 1135.

Please submit your proposal to the City of Auburn by **2:00 p.m. Thursday, November 30, 2017**. Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, ME 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger  
Facilities Manager/Purchasing Agent

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## **CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. Bidders shall use the enclosed bid form and schedule of values forms for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink, and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please state **"Woodbury Brackett Municipal Garage, Roof Replacement Project – Bid #2018-014."** on submitted sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.
13. Phase 1 scope of work shall be substantially completed by June 30, 2018. If awarded, the Phase 2 scope of work shall be substantially completed by October 31, 2018. Final completion shall be on or before July 31, 2018 for Phase 1; and if awarded November 30, 2018 for Phase 2.

## **GENERAL CONDITIONS**

### **1. Equal Employment Opportunity**

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

### **2. Save Harmless**

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

### **3. Subcontracting**

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

### **4. Warranty**

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

### **5. Bonds, Retainage and Payments**

- 5.1 A bid bond shall be submitted with appropriate bid forms in the amount of 5% of the total contract value.
- 5.2 Payment and performance bonds will be required from the contractor who is awarded this contract.
- 5.3 Retainage in the amount of 10% will be held from each progress payment and shall be released at the discretion of the Project Engineer. Payments shall be made by the City to the Contractor 30 days after receipt of the request for payment.

### **6. Changes in the Work**

- 6.1 The Contractor shall not proceed with extra work without an approved Change Order or Construction Change Directive. A Change Order which has been properly signed by all parties shall become a part of the contract.
- 6.2 A Change Order is the usual document for directing changes in the Work. In certain circumstances, however, the Owner may utilize a Construction Change Directive to direct

the Contractor to perform changes in the Work that are generally consistent with the scope of the project. The Owner shall use a Construction Change Directive only when the normal process for approving changes to the Work has failed to the detriment of the Project, or when agreement on the terms of a Change Order cannot be met, or when an urgent situation requires, in the Owner's judgment, prompt action by the Contractor.

6.3 The Architect shall prepare the Construction Change Directive representing a complete scope of work, with proposed Contract Price and Contract Time revisions, if any, clearly stated.

6.4 The Contractor shall promptly carry out a Construction Change Directive which has been signed by the Owner and the Architect. Work thus completed by the Contractor constitutes the basis for a Change Order. Changes in the Contract Price and Contract Time shall be as defined in the Construction Change Directive unless subsequently negotiated with some other terms.

6.5 The method of determining the dollar value of extra work shall be by:

- a) an estimate of the Contractor accepted by Owner as a lump sum, or
- b) unit prices named in the contract or subsequently agreed upon, or
- c) cost plus a designated percentage, or
- d) cost plus a fixed fee.

6.6 The Contractor shall determine the dollar value of the extra work for both the lump sum and cost plus designated percentage methods using the following rates. The rates include all overhead and profit expenses.

- a) Contractor - for any work performed by the Contractor's own forces, 10% of the cost;
- b) Subcontractor - for work performed by Subcontractor's own forces, 10% of the cost;
- c) Contractor - for work performed by Contractor's Subcontractor, 10% of the amount due the Subcontractor.

6.7 The Contractor shall keep and provide records as needed or directed for the cost plus designated percentage method. The Architect shall review and certify the appropriate amount which includes the Contractor's overhead and profit. The Owner shall make payments based on the Architect's certificate.

## **7. Liens**

7.1 The Contractor shall deliver to the Owner a complete release of all liens arising out of this contract before the final payment or any part of the retainage payment is released. The Contractor shall provide with the release of liens an affidavit asserting each release includes all labor and materials for which a lien could be filed. Alternately, the Contractor, in the event any Subcontractor or supplier refuses to furnish a release of lien in full, may furnish a bond satisfactory to the Owner, to indemnify the Owner against any lien.

7.2 In the event any lien remains unsatisfied after all payments to the Contractor are made by the Owner, the Contractor shall refund to the Owner all money that the latter may be compelled to pay in discharging such lien, including all cost and reasonable attorney's fees.

**BID PROPOSAL FORM**

**Woodbury Brackett Municipal Garage, Roof Replacement Project - Bid #2018-014**

**Due: Thursday, November 30, 2017 at 2:00 PM**

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Sixty days (60) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, firm, or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership, or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above and as amended in

Addendums # \_\_\_\_\_ Dated \_\_\_\_\_.

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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

STATE OF MAINE

\_\_\_\_\_, SS.

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

Personally appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

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

\_\_\_\_\_  
Print Name

Commission Expires \_\_\_\_\_

**Bid Proposal Form must be accompanied with the Schedule of Values Forms.**

**PHASE 1 (Office Area) BID BREAKDOWN SCHEDULE OF VALUES**

**Woodbury Brackett Municipal Garage, Roof Replacement Project - Bid #2018-014**

<u>Item</u>	<u>Description</u>	<u>Value</u>
1.	General Conditions	\$ _____ . ____
2.	Bonds & Insurance	\$ _____ . ____
3.	Demolition & Disposal	\$ _____ . ____
4.	Rough Carpentry	\$ _____ . ____
5.	Membrane Roofing	\$ _____ . ____
6.	Flat Poly-Iso Insulation	\$ _____ . ____
7.	Tapered Poly-Iso Insulation	\$ _____ . ____
8.	Sheet Metal Flashings and Trim	\$ _____ . ____
9.	Roof Specialties	\$ _____ . ____
10.	Joint Sealers	\$ _____ . ____
11.	Safety, Security and Temporary Protection	\$ _____ . ____
12.	Lift(s), Equipment and Staging	\$ _____ . ____
13.	Other (specify) _____	\$ _____ . ____
14.	Other (specify) _____	\$ _____ . ____
15.	<b>TOTAL BASE BID (Sum of Items 1 through 14)</b>	<b>\$ _____ . ____</b>

**TOTAL OF ALL LINE ITEMS IN SCHEDULE OF VALUES MUST EQUAL FINAL BASE BID. THERE MUST BE AMOUNTS IN EACH OF THE SPECIFIED ITEMS ABOVE. ENTER A ZERO IF NOT APPLICABLE.**

**PHASE 1 (Office Area) ALTERNATE BID ITEMS (ABI)**

ABI#1	Additive amount to increase the base bid (2") poly-iso insulation to 3" poly-iso insulation.	\$ _____ . ____
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**PHASE 1 (Office Area) UNIT PRICES (UPR)**

UPR#1	Price increase to remove and replace 100 square feet of damaged 1/8" per foot tapered poly-iso insulation.	\$ _____ . ____
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**PHASE 1 (Office Area) PROJECT SCHEDULE**

Estimated Start Date: TBD (Weather Permitting) Substantial Completion Date: June 30, 2018

**FAILURE TO PROPERLY COMPLETE THIS BID ATTACHMENT MAY BE CONSIDERED A NON-RESPONSIVE PROPOSAL AND MAY BE REJECTED AT THE OWNERS DISCRETION.**



**PHASE 2 (Garage Area) BID BREAKDOWN SCHEDULE OF VALUES**  
**Woodbury Brackett Municipal Garage, Roof Replacement Project - Bid #2018-014**

<u>Item</u>	<u>Description</u>	<u>Value</u>
1.	General Conditions	\$ _____ . ____
2.	Bonds & Insurance	\$ _____ . ____
3.	Demolition & Disposal	\$ _____ . ____
4.	Rough Carpentry	\$ _____ . ____
5.	Membrane Roofing	\$ _____ . ____
6.	Flat Poly-Iso Insulation	\$ _____ . ____
7.	Tapered Poly-Iso Insulation	\$ _____ . ____
8.	Sheet Metal Flashings and Trim	\$ _____ . ____
9.	Roof Specialties	\$ _____ . ____
10.	Joint Sealers	\$ _____ . ____
11.	Safety, Security and Temporary Protection	\$ _____ . ____
12.	Lift(s), Equipment and Staging	\$ _____ . ____
13.	Other (specify) _____	\$ _____ . ____
14.	Other (specify) _____	\$ _____ . ____
15.	<b>TOTAL BASE BID (Sum of Items 1 through 14)</b>	<b>\$ _____ . ____</b>

**TOTAL OF ALL LINE ITEMS IN SCHEDULE OF VALUES MUST EQUAL FINAL BASE BID. THERE MUST BE AMOUNTS IN EACH OF THE SPECIFIED ITEMS ABOVE. ENTER A ZERO IF NOT APPLICABLE.**

**PHASE 2 (Garage Area) ALTERNATE BID ITEMS (ABI)**

ABI#2	Additive amount to increase the base bid (1") poly-iso insulation to 2" poly-iso insulation.	\$ _____ . ____
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**PHASE 2 (Garage Area) UNIT PRICES (UPR)**

UPR#2	Price increase to remove and replace 100 square feet of damaged 3" thick, two 1-1/2" layers, of flat poly-iso insulation.	\$ _____ . ____
UPR#3	Price decrease to leave in place/reuse 100 square feet of undamaged 1-1/2" thick layer of flat poly-iso insulation.	\$ _____ . ____

**PHASE 2 (Garage Area) PROJECT SCHEDULE**

Estimated Start Date: July 1, 2018      Substantial Completion Date: October 31, 2018

**FAILURE TO PROPERLY COMPLETE THIS BID ATTACHMENT MAY BE CONSIDERED A NON-RESPONSIVE PROPOSAL AND MAY BE REJECTED AT THE OWNERS DISCRETION.**

**BID BOND**

KNOW ALL BY THESE PRESENTS, that we, the undersigned, \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, are hereby held and firmly bound unto \_\_\_\_\_ as OWNER in the penal sum of \_\_\_\_\_ for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

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

The Condition of the above obligation is such that whereas the principal has submitted to \_\_\_\_\_ a certain BID, attached hereto and hereby made a part hereof to enter into a contract in writing, for the \_\_\_\_\_

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID,

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

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

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

Surety

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

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

## CONTRACTOR PERFORMANCE BOND

Bond No.: *insert bond number*

We, the undersigned, *insert company name of Contractor, select type of entity* of *insert name of municipality* in the State of *insert name of state* as principal, and *insert name of surety* as Surety, are hereby held and firmly bound unto *select title of obligee* in the penal sum of the Contract Price \$ *insert the Contract Price in numbers* for the 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 the above obligation is such that if the principal shall promptly and faithfully perform the contract entered into this *insert day, i.e.: 8th* day of *select month, select year*, which is the same date as that of the construction contract, for the construction of *insert name of project as designated in the contract documents*, then this obligation shall be null and void.

Otherwise, the same shall remain in force and effect- it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received hereby stipulates and agrees that the obligation of said Surety and its bonds shall be in no way impaired or affected by any extension of the time which the Obligee may accept during the performance of the contract and said Surety does hereby waive notice of any such extension.

**CONTRACTOR PERFORMANCE BOND**

In witness whereof, the principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set above.

Signed and sealed this ***insert day, i.e.: 8th*** day of ***select month, select year***, which is the same date as that of the construction contract.

**Contractor**

\_\_\_\_\_

*(Signature)*

***insert name and title***

***insert company name***

***insert address***

***insert city state zip code***

**Surety**

\_\_\_\_\_

*(Signature)*

***insert name and title***

***insert company name***

***insert address***

***insert city state zip code***

If Contractor is a partnership, all partners shall execute the bond. A power of attorney document indicating that it still is in full force and effect shall be provided by the person executing this bond.

## CONTRACTOR PAYMENT BOND

Bond No.: **insert bond number**

We, the undersigned, **insert company name of Contractor, select type of entity** of **insert name of municipality** in the State of **insert name of state** as principal, and **insert name of surety** as Surety, are hereby held and firmly bound unto **select title of obligee** in the penal sum of the Contract Price \$ **insert the Contract Price in numbers** for the use and benefit of claimants, defined as an entity having a contract with the principal or with a subcontractor of the principal for labor, materials, or both labor and materials, used or reasonably required for use in the performance of the contract, for the 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 the above obligation is such that if the principal shall promptly satisfy all claims and demands incurred for all labor and materials, used or required by the principal in connection with the work described in the contract entered into this **insert day, i.e.: 8th** day of **select month, select year**, which is the same date as that of the construction contract, for the construction of **insert name of project as designated in the contract documents**, and shall fully reimburse the obligee for all outlay and expense with said obligee may incur in making good any default of said principal, then this obligation shall be null and void.

Otherwise, the same shall remain in force and effect- it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received hereby stipulates and agrees that the obligation of said Surety and its bonds shall be in no way impaired or affected by any extension of the time which the Obligee may accept during the performance of the contract and said Surety does hereby waive notice of any such extension.

**CONTRACTOR PAYMENT BOND**

In witness whereof, the principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set above.

Signed and sealed this **insert day, i.e.: 8th** day of **select month, select year**, which is the same date as that of the construction contract.

**Contractor**

\_\_\_\_\_

*(Signature)*

***insert name and title***

***insert company name***

***insert address***

***insert city state zip code***

**Surety**

\_\_\_\_\_

*(Signature)*

***insert name and title***

***insert company name***

***insert address***

***insert city state zip code***

If Contractor is a partnership, all partners shall execute the bond. A power of attorney document indicating that it still is in full force and effect shall be provided by the person executing this bond.

## **SAMPLE CONTRACT AGREEMENT**

THIS AGREEMENT is made this **###** day of **Month Year**, by and between the CITY OF AUBURN, a municipal corporation existing under the laws of the State of Maine and located in the County of Androscoggin, State of Maine (hereinafter "CITY"), **Company Name, Address, EIN**, (hereinafter "CONTRACTOR"),

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the CITY and the CONTRACTOR agree as follows:

### **SPECIFICATIONS:**

1. The CONTRACTOR shall furnish all of the material and perform all of the work shown on the drawings and described in the specifications entitled: **Bid # XXXXX Bid Title** which are attached hereto and made a part hereof, and the CONTRACTOR covenants that it shall do everything required by this Agreement, the Special Provisions of the Agreement, the Invitation to Bid and the Specifications in return for payment as provided herein.

### **COMPLETION DATE:**

2. The work to be performed under this Agreement shall be commenced by **Month Day, Year** and fully completed on or before **Month Day, Year**.

### **CONTRACT PRICE:**

3. The CITY shall pay the CONTRACTOR for the performance of the Agreement the sum of **\$XXX**

### **PERFORMANCE BOND:**

4. If required by the City, the CONTRACTOR shall furnish to the CITY at the time of the execution of this Agreement a performance bond and a labor and material payment bond each in the amount of **\$XXX** (whichever applies) executed by a surety company satisfactory to the CITY, guaranteeing the performance and payment by the CONTRACTOR.  Yes, Required (Initials: \_\_\_)  No, Waived (Initials \_\_\_)

**GUARANTEE:**

5. The CONTRACTOR shall guarantee his work against any defects in workmanship and materials for a period of one year from the date of the CITY's written acceptance of the project.

**PERMITS AND LICENSES:**

6. Permits and licenses necessary for the prosecution of the work shall be secured and paid by the CONTRACTOR.

**CITY'S RIGHT TO TERMINATE CONTRACT:**

7. If the CONTRACTOR should be adjudged a bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its insolvency, or if it should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if it should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, and ordinances, or otherwise be guilty of a substantial violation of any provision of the Agreement, then the CITY when sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the CONTRACTOR, and his surety, seven (7) days written notice, terminate the employment of the CONTRACTOR and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case the CONTRACTOR shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Agreement price shall exceed the expense of the finishing the work, including compensation for additional architectural, managerial and administrative services, such excess shall be paid to the CONTRACTOR. If such expense shall exceed such unpaid balance, the CONTRACTOR shall pay the difference to the CITY.

**CONTRACTOR'S LIABILITY INSURANCE:**

8. The CONTRACTOR shall not commence work under this Agreement until he has obtained all insurance required under this paragraph and such insurance has been approved by the CITY, nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar insurance required of subcontractor has been so obtained and approved. **It is a requirement that the CITY be named as an Additional Insured on the General Liability and Automobile Liability policies.**



(a) **Commercial General Liability** to include products and completed operations, and blanket contractual. The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Per Project Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Medical Payments	\$10,000

(b) **Business Automobile Liability**

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractors to maintain business automobile liability insurance covering all owned, non-owned, leased, rented or hired automobiles (symbol 1). The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
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Automobile physical damage coverage shall be at the option of the CONTRACTOR, all sub-contractors and lower tier contractors. The CITY shall not be liable for physical loss or damage to any owned, non-owned, leased, rented or hired automobile.

(c) **Workers' Compensation Insurance**

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractor's to maintain Workers' Compensation and Employers Liability in accordance with the laws and regulations of the State of Maine. The limits of liability provided shall be as follows:

Coverage A:	Statutory
Coverage B:	
\$100,000/\$500,000/\$100,000	

(d) **Professional Liability**

If the CONTRACTOR is an Architect, Engineer or Surveyor, they shall maintain a policy of insurance to pay on their behalf whatever amounts that may become legally required to pay on account of an error, omission or negligent act.

Limits of Liability shall be as follows:

\$1,000,000 per occurrence and in the aggregate site specific.

It is a requirement that this policy be maintained for a period of three (3) years following completion of the project.

(e) **Certificates of Insurance** of the types and in the amounts required shall be delivered to the CITY prior to the commencement of any work by the CONTRACTOR, subcontractor or lower tier contractor or any person or entity working at the direction or under control of the CONTRACTOR. The CONTRACTOR shall assume the obligation and responsibility to confirm insurance coverage for all sub-contractors or lower tier contractors who will participate in the project.

(f) The Certificate of Insurance and the policies of insurance shall include a sixty (60) day notice to the CITY of cancellation, non-renewal or material change in coverage or form.

(g) The CONTRACTOR and his surety shall indemnify and save harmless the CITY, his officers and employees from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the said CONTRACTOR; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in construction of the work; or because of any act or omission, neglect, or misconduct of said CONTRACTOR; or because of any claims or amounts recovered from any infringements or patent trademark, or copyright; or from any claims or amounts arising or recovered under the "Workmen's Compensation Act" or of any other law, ordinance, order or decree; and so much of the money due to the said CONTRACTOR under and by virtue of his/her contract as shall be considered necessary by the CITY for such purpose, may be retained; or in case no money is due, his surety may be held until such suit or suits, action or actions, claim or claims, for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the CITY.

(h) **Waiver of Subrogation**

Payment of any claim or suit including any expenses incurred in connection therewith by the CITY, or any insurance company on behalf of the CITY shall not constitute a waiver of subrogation against the CONTRACTOR, sub-contractors or any lower tier contractor in the event that such claim or suit was caused by or contributed to as a result of the negligent acts of the CONTRACTOR, any sub-contractors or lower tier contractors.

**(i) Construction Agreement**

The CONTRACTOR shall and does hereby agree to indemnify, save harmless and defend the CITY from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property, caused by the CONTRACTOR, his employees, agents or sub-contractors or in any way attributable to the performance and execution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and suppliers, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, costs of investigation and defense. It is the intention of this paragraph to hold the CONTRACTOR responsible for the payment of any and all claims, suits, or liens, of any nature character in any way attributable to or asserted against the CITY, or the CITY and the CONTRACTOR, which the City may be required to pay. In the event the liability of the CONTRACTOR shall arise by reason of the sole negligence of the CITY and/or the sole negligence of the CITY's agents, servants or employees, then and only then, the CONTRACTOR shall not be liable under the provisions of this paragraph.

**DAMAGES:**

9. The CONTRACTOR shall defend, indemnify and save harmless the CITY and all persons acting for or in behalf of it against all claims for injuries (including death), loss or damage, arising out of the performance out this contract.

**LIENS:**

10. Neither the final payment nor any part of the retained percentage shall become due until the CONTRACTOR, if required, shall deliver to the CITY a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed; but the CONTRACTOR may, if any SUB-CONTRACTOR refuses to furnish a release or receipt in full, furnish a bond satisfactory to the CITY to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the CONTRACTOR shall refund to the CITY all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

**ASSIGNMENT:**

11. Neither party to the Agreement shall assign the Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any moneys due or to become due to it hereunder, without the previous written consent of the CITY.

**SUBCONTRACTS:**

12. The CONTRACTOR shall not sublet any part of this Agreement without the written permission of the CITY. The CONTRACTOR agrees that it is as fully responsible to the CITY for the acts and omissions of its SUB-CONTRACTORS and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

**USE OF PREMISES:**

13. The CONTRACTOR shall confine its apparatus, the storage of materials and operations of its workers to limits indicated by law, ordinance and permits and shall not otherwise unreasonably encumber the premises with its materials. If any part of the project is completed and ready for use, the CITY may, by written and mutual consent, without prejudice to any of its rights or the rights of the CONTRACTOR, enter in and make use of such completed parts of the project. Such use or occupancy shall in no case be construed as an acceptance of any work or materials.

**CLEANING UP:**

14. The CONTRACTOR shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its employees or work, and at the completion of the work it shall remove all its rubbish from and about the project, and all its tools, scaffolding and surplus materials and shall leave its work "broom-clean" or its equivalent, unless more exactly specified. In case of dispute, the CITY may remove the rubbish and charge the cost to the CONTRACTOR.

**PAYMENTS:**

15. Unless otherwise agreed to, the CITY shall make payments on account of the Agreement less retainage as follows:

Within 30 days, as invoices are submitted for work completed to the satisfaction of the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Witness Finance Director

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Witness Contractor

CITY OF AUBURN, MAINE

WOODBURY BRACKETT  
MUNICIPAL GARAGE  
ROOF REPLACEMENT PROJECT  
296 Gracelawn Road, Auburn, Maine  
Bid No. 2018-014

NOVEMBER 10, 2017

APPENDIX A  
BID SPECIFICATIONS

**CITY OF AUBURN, MAINE**  
**WOODBURY BRACKETT**  
**MUNICIPAL GARAGE**  
**ROOF REPLACEMENT PROJECT**

**296 Gracelawn Road, Auburn, Maine**

**Bid No. 2018-014**



**Project Specifications**

**November 10, 2017**

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**SECTION 01 00 00**  
**ADMINISTRATIVE PROVISIONS**

**PART 1 GENERAL**

**1.01 CONTRACT REQUIREMENTS**

A. Scope of Work

1. The Work of the Contract includes Phased removal and disposal of the existing EPDM, select damaged poly-iso insulation, penetration flashings and the perimeter flashing; installation of replacement poly-iso insulation, the addition of poly-iso insulation, blocking and the installation of new EPDM covering, replacement dome strainers, walkway pads, perimeter flashing and other roof specialties at the Woodbury Brackett Municipal Garage in accordance with the Contract Documents. Phase 1 involves the roof over the administrative office area consisting of approximately 3,195 square feet. Phase 2 involves the roof over the garage area consisting of approximately 41,930 square feet. Work under this contract will be in accordance with plans and specifications created by Cordjia Capital Projects Group, LLC dated November 10, 2017 and as amended.

B. Contract Method

1. Basis of award of this Contract will be in accordance with the Conditions and Instructions to Bidders section within the RFP.
2. Contract type: City of Auburn, Maine, Standard Form of Agreement. A Sample Agreement is located within the RFP.
3. The project will be constructed under a single lump sum contract. The work associated with Phase 2 (Garage Area) will be executed via change order should the Owner elect to do so, which is dependent on the availability of funding.

C. Work Sequence

1. Work of the Contract and related provisions are as described in the Contract Documents.

D. Contractor Use of Premises

1. Work of this Contract includes coordinating the work with the daily operations of the Owner.
2. Limit use of premises for Work and construction operations only, allow for Owner occupancy, work by other Contractors, and public access.
4. Limit access to Owner's site, hours of operations are 7:00 A.M. - 6:00 P.M. If Contractor would like to work on weekends or federal and state holiday's he/she must request permission from Owner three working days in advance. The Owner reserves the right to accept or reject the Contractor's request.
6. Coordinate use of premises under direction of Owner.

7. The Contractor shall be responsible for his/her security in Construction Area until substantial completion. The contractor shall coordinate security of Building with Owner.

E. Owner Occupancy

1. Owner will occupy the facility during entire period of construction, to conduct Owner's normal operations. The Contractor shall cooperate with Owner to minimize conflict to the Owner's operations.

F. Owner-furnished Products: Not Used

G. Schedule of Allowances: Not Used

H. Alternates Bid Items (ABI):

1. Phase 1 (Office Area) - ABI #1 – Additive amount to increase the base bid (2”) poly-iso insulation on the office area roof to 3” thick poly-iso insulation.
2. Phase 2 (Garage Area) - ABI #2 – Additive amount to increase the base bid (1”) poly-iso insulation on the garage area roof to 2” thick poly-iso insulation.

I. Unit Prices (UPR):

1. Phase 1 (Office Area) - UPR #1 – Price increase to remove and replace 100 square feet of damaged 1/8” per foot tapered poly-iso insulation.
2. Phase 2 (Garage Area) - UPR #2 – Price increase to remove and replace 100 square feet of damaged 3” thick, two 1-1/2” layers, of flat poly-iso insulation.
3. Phase 2 (Garage Area) - UPR #3 – Price decrease to leave in place/reuse 100 square feet of undamaged 1-1/2” thick layer of flat poly-iso insulation.

J. Applications for Payment:

1. Submit Two (2) copies of each application using a form that is acceptable to the Owner and the Architect/Engineer, hereafter referred to solely as Owner.

K. Coordination:

1. Work of this Contract includes coordination of the entire Work of the Project.
2. The Contractor shall obtain and pay for all necessary construction/building permits. The Contractor shall send two (2) copies of all permits to the Owner.
3. Coordinate work with all utilities. Interruption of services shall be coordinated with an appropriate official at the facility to minimize the disruption of operations within the facility.
4. Notify an appropriate official at the facility at least three days in advance of the need to move furnishings, equipment, materials, etc. from areas to be affected by the construction.
5. Control on-site activities to minimize the disruption of the occupants.

6. Coordinate the work of equipment and material suppliers and subcontractors.
7. Make arrangements for the timely delivery of materials and supplies to the job site and for their temporary storage on site.
8. Maintain the project site in a neat condition.
9. Assist the Owner during periodic site visits and in the review of construction.
10. Maintain up to date progress records and as-built drawings.

L. Conflicts

1. Contractor shall notify Owner in writing of any real or apparent conflicts in the Contract Documents and, except in cases of emergency, await Owner's determination before proceeding.
2. The Owner's Project Manager shall resolve conflicts that arise during construction.
3. If two or more solutions are indicated in the Contract Documents, the Contractor shall assume the cost of the more expensive solution unless otherwise directed by the Owner.

M. Field Engineering

1. The Contractor shall be responsible for all field engineering as required.
2. The Contractor shall be responsible for obtaining any permits necessary.

N. Reference Standards

1. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
2. The date of the standard is that in effect as of the Bid date, or date of Owner-Contractor Agreement when there are no bids, except when a specific date is given.
3. Obtain copies of standards when required by Contract Documents. Maintain copy at job site during progress of the specific work.

**1.02 SCHEDULING AND PHASING OF WORK**

A. Commencement: Work of the Contract may commence when:

1. Phase 1 (Office Area): Once the contract requirements have been met and the Contractor and Owner deems the weather acceptable to commence construction activities.
2. Phase 2 (Garage Area): On or about July 1, 2018 depending on the availability of funding.

- B. Substantial Completion: Work of the Contract must be Substantially Completed by:
1. Phase 1 (Office Area): **June 30, 2018.**
  2. Phase 2 (Garage Area): **October 31, 2018.**
- C. Final completion of all Work of this Contract shall be by:
1. Phase 1 (Office Area): **July 31, 2018.**
  2. Phase 2 (Garage Area): **November 30, 2018.**
- D. Except as otherwise specified, Substantial Completion is hereby defined to mean a stage of completion sufficient for the Owner to have full beneficial use and occupancy of the structure involved, less only minor corrections and repairs that can be performed without undue annoyance to building occupants which shall be documented on the "punch list" as specified hereinafter. Beneficial use and occupancy means removal of all debris, interior and exterior scaffolding, surplus equipment and material and cleaning as required under the Contract completed.
- E. Normal building operations will continue throughout the length of the Project. The successful Contractor shall develop a schedule of work that is respectful of the Owner's needs but with a mutual understanding that temporary relocation of personnel within the facility may be required.
- F. Within ten (10) working days following receipt of the fully executed formal Contract Agreement by the Contractor, the Contractor shall prepare a proposed Phasing and Progress Schedule. The final Schedule shall be as mutually agreed to by the Owner and Contractor, and within the following guidelines:
1. The Owner's business operations must continue throughout the entire construction period.
  2. Work within the building interior must comply with the Owner's requirements for continued use and occupancy.
  3. Applicable egress codes must be complied with during the construction period. In particular, building entrances and exit ways must be kept open at all times.

### **1.03 REGULATORY REQUIREMENTS**

- A. Conform to Local, State and Federal codes.

### **1.04 PROJECT MEETINGS**

- A. Requirements:

1. Contractor shall, upon acceptance of a Contract and before commencing Work, contact the Owner and request a pre-construction conference.

- B. Pre-construction Conference

1. The Owner will administer a pre-construction conference for execution of Owner-Contractor Agreement and exchange of information and preliminary submittals.

### C. Construction Progress Meetings

1. The Contractor shall schedule and administer Project meetings throughout progress of the Work, called meetings, and pre-installation conferences.
2. The Contractor shall make physical arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within two days to Owner, participants, and those affected by decisions made at meetings.
3. Attendance: Job superintendent, major Subcontractors and suppliers, Owner and those appropriate to agenda topics for each meeting.
4. Suggested Agenda: Review of Work progress, status of progress schedule and adjustments thereto, delivery schedules, submittals, maintenance of quality standards, pending changes and substitutions, and other items affecting progress of Work.

## 1.05 SUBMITTALS

### A. Procedures

1. In all submittals always refer to the project name and bid number.
2. Submit the number of copies which Contractor requires, plus two copies, which will be retained by Owner.
3. Submittals can be delivered electronically to both the Architect/Engineer and Owner. If submitting by e-mail, submit to the Architect/Engineer for approval, and the Owner for review, at the e-mail address below:

Architect/Engineer: [mdaigle@cordjiacpg.com](mailto:mdaigle@cordjiacpg.com)

Owner: [dboulanger@auburnmaine.gov](mailto:dboulanger@auburnmaine.gov)

4. Submittals can be delivered in paper form. Deliver copies of submittals to Architect/Engineer for approval at the address below:

Mitch Daigle  
16 Tannery Lane, Suite 23  
PO Box 1367  
Camden, ME 04843  
And one (1) copy to the Owner for review:

Derek Boulanger  
Facilities Manager / Purchasing Agent  
City of Auburn  
60 Court St.  
Auburn, Me 04210

5. Submittal Sheets:
  - a. Transmit each item, as specified, using a form that is acceptable to the Owner;

- b. Identify Project, Bid No., Contractor, Subcontractor, major supplier;
  - c. Identify drawing sheet and detail number, and Specification Section number, as appropriate;
  - d. Identify deviations from Contract Documents.
6. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.
  7. Architect/Engineer shall have 14 calendar days for review of submittals.
  8. After the Architect/Engineer's review of submittal, revise and resubmit as required identifying changes made since previous submittal.
  9. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report any inability to comply with provisions.

#### B. Construction Progress Schedule

1. Submit an Initial Construction Progress Schedule in duplicate, see 1.02.A.3 this section for submission information. After review by Owner revise and resubmit as required.
2. The Contractor shall submit a Final Construction Progress Schedule within 4 calendar days of Owner review.
3. Show submittal dates required for Shop Drawings, Product Data, and Samples, and product delivery dates, including those furnished by Owner and those under Allowances as applicable.
4. Submit revised schedules with each Application for Payment, reflecting changes since previous submittal.

#### C. Schedule Of Values

1. Submit Contract Schedule Of Values within 10 days after date of Owner - Contractor Agreement. The Contractor shall include in their Contract Schedule of Values a Closeout Documentation Line Item. The Closeout Documentation Line Item shall consist of 5% of the total contract amount. This Closeout Documentation Line Item is to ensure that all Closeout Documentation are provided to the Owner and Consultant in a timely manner as stated in these Contract Documents.
2. Submit Contract Schedule Of Values on a form that is acceptable to the Owner, such as the AIA G703 form.
3. Format: Table of Contents of this Project Manual.
4. Include in each line item a directly proportional amount of Contractor's overhead and profit.
5. Revise schedule to list change orders, for each application for payment.

#### D. Shop Drawings

1. Shop drawings will be submitted to Owner, in accordance with para. 1.05 of this Section.

#### E. Product Data

1. Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to the Work.
2. Submit the number of copies required in 1.05.A.2, this Section.

F. Manufacturer's Instructions

1. Submit the number of copies required in 1.05.A.2, this Section, of Manufacturer's Instructions.

G. Samples Not Used

H. Field Samples Not Used

**1.06 QUALITY CONTROL**

A. Quality Control, General

1. Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

B. Workmanship

1. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
2. Perform work by persons qualified to produce workmanship of specified quality.
3. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and racking and as otherwise indicated by the manufacturer.

C. Manufacturers' Instructions

1. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from Owner before proceeding.

D. Manufacturers' Certificates

1. When required by individual Specifications Section, submit manufacturer's certificate, in duplicate, those products that meet or exceed specified requirements.

**1.07 CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS**

A. Electricity

1. The Contractor shall be allowed to hook to existing electrical panel in building, for temporary power. The Contractor will not disrupt power at building. The Owner will only pay for cost of electricity and reserves the right to deny should the use become excessive.
2. The Contractor shall provide all temporary electrical panels.

3. The Contractor shall be responsible to fix any damages, caused by modifications for temporary services.

B. Lighting

1. The Contractor shall provide source of lighting as required.

C. Heat, Ventilation

1. The Contractor shall provide source of heating as required. The Contractor shall not use electrical heating units, if the Owner is supplying electrical power to the Contractor.

D. Water

1. The Contractor shall be allowed to hook to existing water in building, for temporary water supply. The Contractor will pay for cost of water usage for dust control and compaction [large amounts of water].

E. Sanitary Facilities

1. The Contractor shall provide their own Sanitary Facilities.

F. Barriers

1. Provide as required to prevent public entry to construction areas, to provide for Owner's use of site, and to protect existing facilities and adjacent properties from damage from construction operations.

G. The Contractor will provide as necessary:

1. Office Trailer: Weather tight, with lighting, electrical receptacles, heating, cooling and drawing display table. The office trailer will have separate office space for the project manager to conduct his/her daily business.
2. Storage Sheds for Tools, Materials, and Equipment: Weather tight, with adequate space for organized storage and access, and lighting for inspection of stored materials.
3. His/her own on-site telephone, if so required for the conduct of his/her business.
4. Protected storage, if necessary.
5. Temporary barricades to separate the Contract Site areas from the Owner's area or public area.

H. Protection and Restoration

1. The Contractor shall be responsible for all damages to furnishings, equipment, supplies, existing construction, including finished surfaces, caused by Work of Contract.
2. The Contractor shall be fully responsible for maintaining weather-tight integrity of the roofing system and wall systems, including permanent and temporary flashings, during the entire construction period.



3. The Contractor's responsibilities shall include the cost to repair damage to the existing building's structure, finishes and contents associated with the Contractor's failure to maintain the watertight integrity of the roofing system and wall system, whether permanent or temporary, at no additional cost to the Owner.
4. The Contractor shall protect paved areas and lawns around the Building from damage associated with the construction. Costs to repair damage to paved areas and lawns will be deducted from Contractor's final payment to cover Owner's expenses to repair damage should the Contractor fail to repair the damages to the Owners satisfaction. The Owner will determine if damages are minor or major.

I. Security

1. Provide security program and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, and theft. Coordinate with Owner's security program.

J. Water Control Not Used

K. Cleaning during Construction

1. Throughout the construction period the Contractor shall be responsible for maintaining building and site areas affected by the Work in a standard of cleanliness.
  - a. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing protection of materials.
  - b. Completely remove all scrap, debris, waste material and other items not required for construction from the site at least once a week.
  - c. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.
2. Conduct daily inspection, more often if necessary, to verify that requirements for cleanliness are being satisfied.
3. Provide required personnel, equipment and materials needed to maintain the specified standard of cleanliness.
4. Use only those cleaning materials and equipment that are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

L. Removal

1. Unless otherwise specified, materials to be removed, including all components and accessories, become property of the Contractor and shall be promptly removed from the Contract Site and legally disposed of at Contractor's expense.
2. Remove temporary materials, equipment, services, and construction prior to Substantial Completion inspection.

3. Clean and repair damage caused by installation or use of temporary facilities. Restore existing facilities used during construction to specified, or to original, condition.
4. The Contractor shall be responsible for removing and disposing of solid wastes (including construction/demolition debris) per Section 01 35 43.

## **1.08 MATERIAL AND EQUIPMENT**

### **A. Products**

1. Products include material, equipment, and systems.
2. Comply with Specifications and referenced standards as minimum requirements.
3. Components required to be supplied in quantity within a Specification section shall be the same, and shall be interchangeable.
4. Do not use materials and equipment removed from existing structure, except as specifically required, or allowed, by the Contract Documents.
5. ACBM (ASBESTOS CONTAINING BUILDING MATERIALS) ARE NOT ALLOWED, materials containing asbestos in any manner or quantity are not allowed on this Project. If such materials are installed they shall be removed and replaced at no additional cost to the Owner.

### **B. Transportation and Handling**

1. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
2. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
3. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

### **C. Storage and Protection**

1. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
2. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.
3. Products Specified by Reference Standards or by Description Only: Any product meeting those standards.
4. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not specifically named.

### **D. Products List**

1. Within 15 days after date of Owner-Contractor Agreement, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

## E. Substitutions

1. Substitutions shall be submitted to Architect/Engineer a minimum of 7 days prior to bid date for review. Any substitutions not submitted 7 days prior to bid date shall not be reviewed or considered.
2. Do not assume that "or Equal" or terms of similar meaning indicate automatic approval of substitute products.
3. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
4. Request constitutes a representation that the Contractor:
  - a. Has investigated proposed product and determined that it meets or exceeds, in all respects, specified product.
  - b. Will provide the same warranty for substitution as for specified product.
  - c. Waives claims for additional costs, which may subsequently become apparent.
5. The Owner will determine acceptability of proposed substitution, and will notify the Contractor of acceptance or rejection in writing within a reasonable time.

## 1.09 CONTRACT CLOSEOUT

### A. Closeout Procedures

1. Submit Closeout Documentation to the Architect/Engineer 10 days prior to the Substantial Completion Date. The Architect/Engineer shall confirm that the Contractor has fulfilled the Contract Closeout Documentation Requirements 10 days prior to the Substantial Completion Date. The Contractor shall not submit for Final Application for Payment until the Architect/Engineer has notified the Owner that Contractor has fulfilled the Contract Closeout Documentation Requirements.
2. When the Owner considers the Work of this contract has reached Substantial Completion, the Contractor and Owner shall sign a Certificate of Substantial Completion. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. This Certificate of Substantial Completion will be prepared by the Architect/Engineer. When the Certificate of Substantial Completion has been signed by the Owner and the Contractor, the completed Certificate of Substantial Completion shall set the date for Substantial Completion of the work or a designated portion of the work.
3. When the Contractor considers the Work of this contract has reached final completion, the Contractor shall submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for OWNER's inspection. This written notification shall be submitted to the Owner 7 calendar days prior to the proposed inspection date. The Contractor shall not call for final inspection of any portion of the Work that is not complete and permanently installed.

The Contractor will be found liable for the re-inspection expenses of individuals called to final inspection meetings prematurely.

4. In addition to submittals required by the conditions of the Contract, provide release of all liens, claims and submit final requisition.
5. The Contractor's failures to comply with Closeout Procedures, if the Closeout Documentation Requirements are not completed by the Substantial Completion Date. The Owner reserves the right to recover the costs to complete the Closeout Documentation Requirements from the Retainage. The Owner reserves the right to hire an Architect/Engineer to complete the required Contract Closeout Documentation.

**B. Final Cleaning**

1. Execute prior to final inspection.
2. Clean site; sweep hard surfaced areas, rake clean other surfaces.
3. Remove waste and surplus materials, rubbish, and construction facilities from the Project and from the site. Owner will be responsible for cleaning after acceptance.

**C. Project Record Documents**

1. Store documents separate from those used for construction.
2. Keep documents current; do not permanently conceal any work until Owner has inspected and required information has been recorded.
3. At Contract Closeout, submit documents with transmittal letter containing date, Project title, Contractor's name and address, list of documents, and signature of Contractor.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

**3.01 FINAL CLEANING**

- A. Execute final cleaning before final project assessment.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.
- D. Replace filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from site.

### **3.02 STARTING OF SYSTEMS**

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect/Engineer seven days before start-up of each item.
- C. Verify each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by equipment or system manufacturer.
- E. Verify wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable manufacturer's representative in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation before start-up, and to supervise placing equipment or system in operation.
- H. Submit a written report stating the equipment or system has been properly installed and is functioning correctly.

### **3.03 DEMONSTRATION AND INSTRUCTIONS**

- A. Demonstrate operation and maintenance of products to Owner's personnel two weeks before date of Substantial Completion.
- B. Use operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- C. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at equipment location.
- D. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
- E. Required instruction time for each item of equipment and system is specified in individual sections.

### **3.04 PROTECTING INSTALLED CONSTRUCTION**

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

### **3.05 PROJECT RECORD DOCUMENTS**

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed Shop Drawings, Product Data, and Samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates used.
  - 3. Changes made by Addenda and modifications.
- F. Record Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured depths of foundations in relation to finish main floor datum.
  - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 3. Measured locations of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of the Work.
  - 4. Field changes of dimension and detail.

5. Details not on original Contract drawings.
- G. Submit Closeout Documentation to the Architect/Engineer 10 days prior to the Substantial Completion Date. The Architect/Engineer shall confirm that the Contractor has fulfilled the Contract Closeout Documentation Requirements 10 days prior to the Substantial Completion Date.

### 3.06 OPERATION AND MAINTENANCE DATA

#### A. Submittal Requirements:

1. Submit three (3) copies of data on 8-1/2 x 11-inch text pages, bound in three (3) separate D side ring binders with durable plastic covers. **Contractor shall also provide O&M Manual in electronic form on CD/DVD.**
2. Prepare binder cover with printed title "OPERATION AND MAINTENANCE", title of project, location, bid number, and subject matter of binder when multiple binders are required. A spine label with same information should also be provided.
3. Subdivide each binder's contents with permanent page dividers, logically organized, with tab titles clearly printed. Tabs should be organized and titled based on the Table of Contents.

#### B. Manual Submission

1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect/Engineer will review draft and return one copy with comments.
2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.
3. Submit one copy of completed volumes 15 days before final inspection. Draft copy will be reviewed and returned after final inspection, with Architect/Engineer comments. Revise content of document sets as required before final submission.
4. Submit two sets of revised final volumes in final form within 10 days after Receipt from Owner.

#### C. Contents

1. Project Summary: The first page in binder should include a paragraph describing the Project followed by a Contact List. The Contact List is to include Owner name along with company name, contact name, address, and telephone number for the Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
2. Drawings: Provide reduced copies of each plan printed on 11 x 17 pages and insert them after the Project Summary page. Also provide a CD/DVD in the back of each binder containing Record Drawing files in Adobe PDF format. AutoCAD drawings shall be delivered as stand-alone without X-references.
3. Table of Contents: Provide a Table of Contents (TOC) for the binder and place behind the reduced plans. If multiple binders are necessary, include a TOC for the entire submission,

then a TOC for the individual binder. TOC should be a listing of all products or systems and the 6 required components below each.

4. Product/System Components: Provide the following information for each product and/or system. Provide additional requirements as specified in individual product specification sections.
  - a. **OVERVIEW and INFORMATION**:
    - i. **Equipment Register**: equipment description, model number(s), date of installation, installer w/contact info, supplier w/contact info, manufacturer w/contact info, warranty date, warranty details, estimated life / useful life.
    - ii. **Description of Complete Installation**: A general description of the installation to provide a general understanding of the equipment and its operation.
    - iii. **Specific System Description**: A technical description of each system of the installation, written to ensure it can be clearly understood by persons not familiar with the installation.
    - iv. **Performance Data**: Technically description of the mode of operation of each system provided. This section provides functionality details.
    - v. When applicable, include charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
  - b. **OPERATIONS**:
    - i. Manufacturers' technical literature as appropriate. For other than common accessories, where no manufacturer literature is available, provide a precise and concise description of the operation procedure in plain English.
    - ii. Safe start-up, break-in, routine operation, shut-down, and emergency operations for the equipment installed including a logical step-by-step sequence of instructions for each procedure. Include summer, winter and special operating instructions.
    - iii. List of all limiting conditions for equipment.
    - iv. Control Sequence and flow diagrams for the system installed.
    - v. A legend for color-coded services. A legend of the symbols used on the drawings, unless included on the drawings.
    - vi. Schedules of the parameter settings of each protective device, including fixed and adjustable circuit breakers, protective relays, adjustable photoelectric switches, pressure switches, and any other control and monitoring device, as established during commissioning and maintenance.
  - c. **MAINTENANCE**
    - i. Emergency procedures, including telephone numbers for emergency services, and procedures for fault-finding.
    - ii. Manufacturers' technical literature, as appropriate. Include original manufacturers' parts list, illustrations, assembly drawings, and diagrams required for maintenance.
    - iii. Detailed recommendations for the frequency of performance of routine maintenance tasks
    - iv. List of procedures and tasks associated with preventative (routine) maintenance.
    - v. Procedures for safe trouble shooting, disassembly, repair and reassembly, cleaning, alignment, inspection and adjustment, including a logical step-by-step sequence of instructions for each procedure.
    - vi. Include summer, winter and special maintenance instructions.
    - vii. **Maintenance Schedule**: schedule of the frequency of the required or recommended maintenance, testing and inspection for each type of equipment. The schedule is to include weekly and monthly attendance times.



- viii. Installation and dismantling instructions: Instructions for the proper installation and dismantling of the equipment.
- ix. Spares and Consumables:
  1. Schedule of spares (including bearings) with an expected operating life less than 40,000 hours. Include expected replacement frequency, item label manufacturer name, address, and telephone number, catalogue number name and address of local distributor.
  2. Schedule of Consumable Items (oil, grease, belts, bearings) to be used during servicing.
  3. Furnish spare parts, consumable items, and extra products in quantities specified in individual specification sections and/or as recommended by manufacturer or requested by Owner. Deliver to project site and place in location as directed by Owner; *obtain receipt before final payment.*
- d. TECHNICAL DATA
  - i. Manufacturers' technical literature assembled specifically for the project and **excluding irrelevant matter.**
  - ii. Each product data sheet marked to clearly identify the specific products and components used in the installation and the data applicable. Additional instructions and illustrations, as required, to identify and changes to the manufacturers' data or to illustrate the function of each component in the installation.
  - iii. Provide performance curves and engineering data
  - iv. Include control diagrams by controls manufacturer as installed.
  - v. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
  - vi. Shop drawings.
- e. WARRANTIES
  - i. Provide originals of Manufacturers' warranties and bonds executed in duplicate by responsible subcontractors, suppliers, and manufacturers, *within ten days after completion of applicable item of work.*
  - ii. All Guarantees
  - iii. Certificates of compliance for all electrical and plumbing works, where applicable.
  - iv. If installation is not by the manufacturer, and product warranty is conditional on the manufacturer's approval of the installer, submit the manufacturer's approval of the installing firm.

### 3.07 PRODUCT WARRANTIES AND PRODUCT BONDS

- A. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.
- B. Verify documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Submit before final Application for Payment.
- E. Time of Submittals:
  1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.
  2. Make other submittals within ten days after Date of Substantial Completion, before final Application for Payment.

3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within ten days after acceptance, listing date of acceptance as beginning of warranty or bond period.

**END OF SECTION 01 00 00**

**SECTION 01 35 43**  
**ENVIRONMENTAL PROTECTION**

**PART 1 - GENERAL**

**1.01 DEFINITIONS OF CONTAMINANTS:**

- A. Sediment: Soil and other debris that has been eroded and transported by runoff water.
- B. Solid Waste: Rubbish, debris, garbage, and other discarded solid materials resulting from industrial, commercial, and agricultural operations, and from community activities.
- C. Rubbish: A variety of combustible and noncombustible wastes such as paper, boxes, glass, crockery, metal, lumber, cans and bones.
- D. Debris: Includes combustible and noncombustible wastes such as ashes, waste materials that result from construction or maintenance and repair work, leaves, and tree trimmings.
- E. Chemical Wastes: Includes salts, acids, alkalies, herbicides, pesticides, and organic chemicals.
- F. Sanitary Wastes: See Section 01 00 00, para. 1.07. E.1.
- G. Sewage: Wastes characterized as domestic sanitary sewage.
- H. Garbage: Refuse and scraps resulting from preparation, cooking, dispensing, and consumption of food.
- I. Oily Waste: Includes petroleum products and bituminous materials.

**1.02 ENVIRONMENTAL PROTECTION REQUIREMENTS:**

- A. General:
  - 1. Provide and maintain during the life of the contract, environmental protection as defined herein. Provide environmental protective measures as required to control pollution that develops during normal construction practice. Provide also environmental protection measures required to correct conditions that develop during the construction of permanent or temporary environmental features associated with the project. Comply with all federal, state, and local regulations pertaining to water, air, and noise pollution.

**PART 2 - PRODUCTS: NOT USED**

**PART 3 - EXECUTION**

**3.01 PROTECTION OF NATURAL RESOURCES:**

- A. General:
  - 1. The natural resources within the project boundaries and outside the limits of permanent work performed under this contract shall be preserved in their existing condition or restored to an

equivalent or improved condition upon completion of the work. Confine construction activities to areas defined by the work schedule, drawings, and specifications.

B. Land Resources:

1. Except in areas indicated to be cleared, do not remove, cut, deface, injure, or destroy trees or shrubs without special approval of the Owner. Do not fasten or attach ropes, cables, or guys to any existing nearby trees for anchorages unless specifically authorized. Where such special emergency use is authorized, the Contractor shall be responsible for any resultant damage.

C. Protection:

1. Protect existing trees which are to remain and which may be injured, bruised, defaced, or otherwise damaged by construction operators. Remove displaced rocks from uncleared areas. Protect monuments, markers and works of art.

D. Repair and Restoration:

1. Repair or restore to their original condition all trees or other landscape features scarred or damaged by the equipment operations. Obtain approval of the repair or restoration from the Owner prior to its initiation.

E. Temporary Construction:

1. Obliterate all signs of temporary construction facilities such as haul roads, work areas, structures, foundations of temporary structures, stockpiles of excess or waste materials, and all other vestiges of construction. Temporary roads, parking areas, and similar temporary use areas shall be graded in conformance with surrounding areas, tilled, and seeded. Include topsoil or nutriment during the seeding operation as necessary to establish a suitable stand of grass.

F. Water Resources:

1. Perform all work in such a manner that any adverse environmental impact on water resources is reduced to a level acceptable to the Owner.

G. Oil Substances:

1. Take special measures to prevent oily or hazardous substances from entering the ground, drainage areas or local bodies of water. Surround all temporary fuel oil, petroleum, or liquid chemical storage tanks with a temporary berm of sufficient size and strength to contain the contents of the tanks in the event of content leakage or spillage.

H. Fish and Wildlife Resources:

1. During the performance of the work take such steps as required to prevent interference or disturbance to fish and wildlife. Do not alter water flows or otherwise significantly disturb native habitat adjacent to the project area which are critical to fish and wildlife except as may be indicated or specified.

I. Historical and Archaeological Resources:

1. Carefully preserve and report immediately to the Owner all items having any apparent historical or archaeological interest which are discovered in the course of any construction activities.

### **3.02 EROSION AND SEDIMENT CONTROL MEASURES:**

#### A. Burn-off:

1. Burn-off of ground cover is not permitted.

#### B. Protection of Erodible Soils:

1. All earthwork brought to final grade shall be immediately finished as indicated or specified. Protect immediately side slopes and backslopes upon completion of rough grading. Plan and conduct all earthwork in such a manner as to minimize the duration of exposure of unprotected soils.

#### C. Temporary Protection to Erodible Soils:

1. Utilize the following methods to prevent erosion and control sedimentation.

#### D. Mechanical Retardation and Control of Runoff:

1. Mechanically retard and control the rate of runoff from the construction site. This includes construction of diversion ditches, benches, and berms, to retard and divert runoff to protected drainage courses.

#### E. Vegetation and Mulch:

1. Provide temporary protection on all side and back slopes as soon as rough grading is completed or sufficient soil is exposed to require protection to prevent erosion. Such protection shall be by accelerated growth of permanent vegetation, temporary vegetation, mulching, or netting. Stabilize slopes by hydroseeding, anchoring mulch in place, covering with anchored netting, sodding, or such contamination of these and other methods necessary for effective erosion control.

### **3.03 CONTROL AND DISPOSAL OF SOLID, CHEMICAL AND SANITARY WASTES:**

#### A. General:

1. Handle and dispose of wastes in accordance with this specification section. If directions conflict with another included specification, the other specification shall take precedence.
2. Track the disposal of all solid, hazardous and chemical wastes and provide Waste Disposal Tracking as required by Local, State and Federal regulations.
3. The preparation, cooking, and disposing of food is strictly prohibited on the project site.
4. Conduct handling and disposal of wastes to prevent contamination of the site and other areas. On completion, leave areas clean and natural looking. Obliterate signs of temporary construction and activities incidental to construction of permanent work in place.

B. Solid Wastes:

1. Pick up solid wastes and place in containers which are emptied on a regular schedule at the Contractor's expense.
2. Solid wastes shall be recycled whenever practicable.
3. The Contractor shall be responsible for contacting disposal facilities to determine what types of solid waste they will accept. The Contractor shall dispose of solid wastes only at facilities allowed to accept such material per Federal, State, and Local regulations.

C. Sewage, Odor, and Pest Control:

1. Dispose of sewage through connection to an authorized sanitary sewage system. Where such a system is not available, use chemical toilets or comparable effective units and periodically empty wastes. Include provisions for pest control and elimination of odors.

D. Chemical Wastes:

1. Store chemical waste in corrosion resistant containers labeled to identify type of waste and date filled. Remove containers from the project site, and dispose of chemical waste in accordance with Federal, State, and Local regulations. For oil and hazardous material spills which may be large enough to violate Federal, State, or Local regulations, notify the Owner and appropriate regulating Agency immediately.

E. Petroleum Products:

1. Conduct fueling and lubricating of equipment and motor vehicles in a manner that affords the maximum protection against spills and evaporation. Dispose of lubricants to be discarded and excess oil in accordance with approved procedures meeting Federal, State and Local regulations.

**3.04 DUST CONTROL:**

A. General:

1. Keep dust down at all times, including nonworking hours, weekends, and holidays. Sprinkle or treat with dust suppressors, the soil at the site, haul roads, and other areas disturbed by operations. Petroleum products will not be used as suppressors. No dry power brooming is permitted. Instead use vacuuming, wet mopping, wet sweeping, or wet power brooming. Air blowing is permitted only for cleaning of non-particulate debris, such as steel reinforcing bars. No unnecessary shaking of bags is permitted where bagged cement, concrete mortar and plaster is used.

**3.05 NOISE:**

A. General:

1. When available, make the maximum use of "low-noise-emission products" as certified by EPA. No blasting or use of explosives is permitted without written permission of the Owner and then only during designated times.

**END OF SECTION 01 35 43**

**SECTION 01 73 29**  
**CUTTING AND PATCHING**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Section includes procedural requirements for cutting and patching.

**1.02 DEFINITIONS**

- A. Cutting: Removal of existing construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

**1.03 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 02 41 00 – DEMOLITION

**1.04 QUALITY ASSURANCE**

- A. General: Contractor shall take reasonable care prior to all cutting and drilling in order to minimize unintended damage to concealed conduits, cables, pipes, reinforcing steel, etc. In circumstances where the absence of such concealed elements is not established conclusively, utilize detection and mapping technology, e.g., X-ray or Sub-surface Interface Radar (SIR), to locate any such elements that may be present before proceeding with the cutting or drilling work.
- B. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- C. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational Elements include but are not limited to the following:
  - 1. Air or smoke barriers.
  - 2. Fire-protection systems.
  - 3. Control systems.
  - 4. Communication systems.
  - 5. Conveying systems.
  - 6. Electrical wiring systems.
  - 7. Operating systems of special construction.
- D. Miscellaneous Elements: Do not cut and patch elements or related components in a manner that could change their load-carrying capacity that results in reducing their capacity to perform as intended, or that result in an increased maintenance or decreased operational life or safety. Miscellaneous Elements include but are not limited to the following:
  - 1. Water, moisture, or vapor barriers.
  - 2. Membranes and flashings [that are scheduled to remain].
  - 3. Exterior curtain-wall construction.
  - 4. Equipment supports.
  - 5. Piping, ductwork, vessels, and equipment.

6. Noise- and vibration-control elements and systems.
- E. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

## **1.05 WARRANTY**

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

## **PART 2 PRODUCTS**

### **2.01 MATERIALS**

- A. General: Comply with requirements specified in other Sections of these Specifications.
- B. Existing and In-Place Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
  1. If identical materials are unavailable or cannot be used, use materials that, when installed, shall match the visual and functional performance of existing materials.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
  1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

### **3.02 PREPARATION**

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Services: Where existing services are required to be removed, relocated, or abandoned, bypass such services before cutting to prevent interruption of services to occupied areas.
  1. If existing services to occupied areas must be interrupted, coordinate and receive approval of the interruption of services prior to starting work.

### **3.03 PERFORMANCE**

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.



- B. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  2. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
  5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  6. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that shall eliminate evidence of patching and refinishing.
    - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    - b. Restore damaged pipe covering to its original condition.
- D. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
1. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
- E. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.
- F. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weather tight condition.
- G. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

**END OF SECTION 01 73 29**

## **SECTION 02 41 00**

### **DEMOLITION**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Selective demolition of roofing related building elements for roof replacement.

##### **1.02 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 01 73 29 – CUTTING AND PATCHING
- D. Section 07 01 50 – PREPARATION FOR RE-ROOFING

##### **1.03 REFERENCE STANDARDS**

- A. 29 CFR 1926 - U.S. Occupational Safety and Health Standards; current edition.
- B. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2009.

##### **1.04 SUBMITTALS**

- A. Demolition Plan: Submit demolition plan as specified by OSHA, State of Maine and Local authorities.
  - 1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences.
  - 2. Identify demolition firm and submit qualifications.
  - 3. Include a summary of safety procedures.

#### **PART 2 PRODUCTS** NOT USED

#### **PART 3 EXECUTION**

##### **3.01 SCOPE**

- A. Remove portions of existing buildings in the following sequence:
  - 1. Edge flashing, vent and curb flashing, walkway pads, EPDM roofing, and wet or curled insulation.

##### **3.02 GENERAL PROCEDURES AND PROJECT CONDITIONS**

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
  - 1. Obtain required permits.
  - 2. Provide, erect, and maintain temporary barriers and security devices.
  - 3. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
  - 4. Do not close or obstruct roadways or sidewalks without permit.
  - 5. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
- B. Do not begin removal until receipt of notification to proceed from Owner.
- C. Protect existing structures and other elements that are not to be removed.

1. Provide bracing and shoring.
- D. If hazardous materials are discovered during removal operations, stop work and notify Owner; hazardous materials include regulated asbestos containing materials, lead, PCB's, and mercury.

### **3.03 SELECTIVE DEMOLITION FOR ALTERATIONS**

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
  1. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- B. Remove existing work as indicated and as required to accomplish new work.
  1. Remove items indicated on drawings.
- C. Protect existing work to remain.
  1. Perform cutting to accomplish removals neatly and as specified for cutting new work.
  2. Repair adjacent construction and finishes damaged during removal work.

### **3.04 DEBRIS AND WASTE REMOVAL**

- A. Remove debris, junk, and trash from site.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

**END OF SECTION 02 41 00**

**SECTION 06 10 00**  
**ROUGH CARPENTRY**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Concealed wood blocking, nailers, and supports.
- B. Miscellaneous wood nailers, furring, and grounds.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 01 73 29 – CUTTING AND PATCHING

**PART 2 PRODUCTS**

**2.01 GENERAL REQUIREMENTS**

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
  - 1. If no species is specified, provide any species graded by the agency specified; if no grading agency is specified, provide lumber graded by any grading agency meeting the specified requirements.

**2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS**

- A. Sizes: Nominal sizes as indicated on drawings, S4S.
- B. Moisture Content: S-dry or MC19.
- C. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
  - 1. Lumber: S4S, No. 2 SYP Pressure Treated.

**PART 3 EXECUTION**

**3.01 INSTALLATION - GENERAL**

- A. Select material sizes to minimize waste.
- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
- C. Where treated wood is used on interior or exterior, fasteners shall be as follows:
  - 1. Type 304 or 316 stainless steel.
  - 2. Double hot dipped galvanizing complying with ASTM A153/A153M.
  - 3. Other specially treated corrosion resistant fasteners complying with ASTM A653/A653M, class G185.

**3.02 BLOCKING, NAILERS, AND SUPPORTS**

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.

- B. In framed assemblies that have concealed spaces, provide solid wood fireblocking as required by applicable local code, to close concealed draft openings between floors and between top story and roof/attic space; other material acceptable to code authorities may be used in lieu of solid wood blocking.

### **3.04 CLEANING**

- A. Waste Disposal:
  - 1. Comply with applicable regulations.
  - 2. Do not burn scrap on project site.
  - 3. Do not burn scraps that have been pressure treated.
  - 4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or “waste-to-energy” facilities.
- B. Do not leave any wood, shavings, sawdust, etc. on the ground or buried in fill.
- C. Prevent sawdust and wood shavings from entering the storm drainage system.

**END OF SECTION 06 10 00**

**SECTION 07 01 50**  
**PREPARATION FOR RE-ROOFING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Removal of existing membrane roofing system in preparation for a new membrane roof system.
- B. Temporary protection.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 01 73 29 – CUTTING AND PATCHING
- D. Section 02 41 00 – DEMOLITION

**1.03 ADMINISTRATIVE REQUIREMENTS**

- A. Pre-installation Meeting: Convene one week before starting work of this section.
- B. Schedule work to coincide with commencement of installation of new roofing system.
- C. The Contractor shall be fully responsible for maintaining the weather-tight integrity of the roofing and wall systems, including permanent and temporary flashings, during the entire construction period.
- D. The Contractor's responsibilities shall include the cost to repair damage to the existing building's structure, finishes and contents associated with the Contractor's failure to maintain the weather-tight integrity of the roofing and wall systems whether permanent or temporary, at no additional cost to the Owner.
- E. The Contractor shall protect paved areas and lawns around the Building from damage associated with the construction. Costs to repair damage to paved areas and lawns will be deducted from Contractor's final payment to cover Owner's expenses to repair damage. The Owner will determine if damages to lawns are minor or major.

**1.04 FIELD CONDITIONS**

- A. Do not remove existing roofing membrane when weather conditions threaten the integrity of the building contents or intended continued occupancy.
- B. Maintain continuous temporary protection prior to and during installation of the new roofing system.

**1.05 SUBMITTALS**

- A. Provide the Owner with a Fall Protection Plan that either meets or exceeds all OSHA requirements prior to the commencement of the work of this section.

## **PART 2 PRODUCTS**

### **2.01 MATERIALS**

- A. Temporary Protection: Sheet polyethylene; provide weights to retain sheeting in position.

## **PART 3 EXECUTION**

### **3.01 PREPARATION**

- A. Sweep roof surface clean of loose matter.
- B. Remove loose refuse and dispose of properly off site.

### **3.02 MATERIAL REMOVAL**

- A. Removal of roofing membrane.
- B. Remove damaged insulation, fasteners and damaged blocking.
- C. Remove flashing around roof protrusions.

### **3.03 PROTECTION**

- A. Provide temporary protective sheeting over uncovered deck surfaces at all times for maintaining weather-tight integrity of the roofing and wall systems, including permanent and temporary flashings, during the entire construction period.
- B. Provide for surface drainage from sheeting to existing drainage facilities.
- C. Turn sheeting up and over curbing. Retain sheeting in position with weights.
- D. Do not permit traffic over unprotected or repaired deck surface.

**END OF SECTION 07 01 50**

**SECTION 07 53 00**  
**ELASTOMERIC MEMBRANE ROOFING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Elastomeric roofing membrane, adhered conventional application.
- B. Insulation, flat and tapered.
- C. Flashings.
- D. Roofing accessories.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 01 73 29 – CUTTING AND PATCHING
- D. Section 06 10 00 – ROUGH CARPENTRY: Wood nailers and curbs.
- E. Section 07 01 50 – PREPARATION FOR RE-ROOFING.
- F. Section 07 62 00 – SHEET METAL FLASHING AND TRIM: Counterflashings and Cladding.

**1.03 REFERENCE STANDARDS**

- A. ASTM C1289 - Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board; 2014.
- B. ASTM D412 - Standard Test Methods for Vulcanized Rubber and Thermoplastic Elastomers-Tension; 2006a (Reapproved 2013).
- C. ASTM D570 - Standard Test Method for Water Absorption of Plastics; 1998 (Reapproved 2010).
- D. ASTM D624 - Standard Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomers; 2000 (Reapproved 2012).
- E. ASTM D2240 - Standard Test Method for Rubber Property--Durometer Hardness; 2005 (Reapproved 2010).
- F. ASTM D4637/D4637M - Standard Specification for EPDM Sheet Used in Single-Ply Roof Membrane; 2013.
- G. NRCA ML104 - The NRCA Roofing and Waterproofing Manual; National Roofing Contractors Association; Fifth Edition, with interim updates.
- H. ASCE 7 - Minimum Design Loads for Buildings and Other Structures; 2011. The project is located in Auburn, Maine; Basic Wind Speed: 90 MPH; Exposure Factor: C; Importance Factor: II.
- I. UL 580 - Standard for Tests for Uplift Resistance of Roof Assemblies; Current Edition, Including All Revisions.



#### **1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Preinstallation Meeting: Convene a preinstallation meeting one week before starting work of this section; require attendance by all affected installers; review preparation and installation procedures and coordination and scheduling necessary for related work.

#### **1.05 SUBMITTALS**

- A. Product Data: Provide data indicating membrane materials, flashing materials, insulation, surfacing, and fasteners.
- B. Shop Drawings: Indicate joint or termination detail conditions and conditions of interface with other materials.
- C. Samples for Verification: Submit two samples illustrating insulation.
- D. Manufacturer's Installation Instructions: Indicate membrane seaming precautions and perimeter conditions requiring special attention.
- E. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.
- F. Warranty: Submit manufacturer sample warranty.

#### **1.06 QUALITY ASSURANCE**

- A. Perform work in accordance with NRCA Roofing and Waterproofing Manual and manufacturer's instructions.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.
- C. Applicator Qualifications: Company specializing in performing the work of this section with minimum 5 years experience and approved by manufacturer.

#### **1.07 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver products in manufacturer's original containers, dry, undamaged, with seals and labels intact.
- B. Store products in weather protected environment, clear of ground and moisture.
- C. Protect foam insulation from direct exposure to sunlight.

#### **1.08 FIELD CONDITIONS**

- A. Do not apply roofing membrane during unsuitable weather.
- B. Do not apply roofing membrane when ambient temperature is below 40 degrees F or above 100 degrees F.
- C. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
- D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

#### **1.09 WARRANTY**

- A. Provide twenty (20) year full system water-tightness, no dollar limit warranty. Warranty shall include wind damage up to 90 MPH per ASCE 7.
- B. Provide five year Roof Installer's Watertight Warranty.
- C. Manufacturer's warranties that require periodic inspections or repairs at the owner's expense to maintain the warranty are not permitted.

- D. All roof curbs, expansion joints, flashing and penetration flashings are covered under the warranty.
- E. Submit manufacturer warranty and ensure forms have been completed in Owner's name and registered with manufacturer.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. EPDM Membrane Materials:
  - 1. Carlisle SynTec: [www.carlislesyntec.com](http://www.carlislesyntec.com)
  - 2. Firestone Building Products, LLC: [www.firestonebpco.com](http://www.firestonebpco.com)
  - 3. GenFlex Roofing Systems, LLC: [www.genflex.com](http://www.genflex.com)
  - 4. Johns Manville: [www.jm.com](http://www.jm.com)
  - 5. Versico Roofing Systems: [www.versico.com](http://www.versico.com)

### **2.02 ROOFING - UNBALLASTED APPLICATIONS**

- A. Elastomeric Membrane Roofing: One ply membrane, fully adhered, over insulation.

### **2.03 ROOFING MEMBRANE AND ASSOCIATED MATERIALS**

- A. Membrane: Ethylene-propylene-diene-terpolymer (EPDM); complying with minimum properties of ASTM D4637.
  - 1. Thickness: .060 inch.
  - 2. Sheet Width: 76 inch, minimum; factory-fabricate into largest sheets possible.
  - 3. Color: black.
- B. Seaming Materials: As recommended by membrane manufacturer.
- C. Flexible Flashing Material: Same material as membrane; conforming to the following:
  - 1. Color: Black.

### **2.04 INSULATION**

- A. Polyisocyanurate Board Insulation: Rigid cellular foam, complying with ASTM C 1289, Constant thickness and tapered insulation, Type II, Class 1, cellulose felt or glass fiber mat both faces; Grade 2 and with the following characteristics:
  - 1. Compressive Strength: 20 psi
  - 2. Board Size: 48 x 96 inch.
  - 3. Board Thickness: Thickness per plan.
  - 4. Tapered Board: Slope as indicated; minimum thickness 1/2 inch; fabricate of fewest layers possible.
  - 5. Thermal Resistance: Minimum R-value of 5.7 per inch, aged value.
  - 6. Board Edges: Square.
  - 7. Manufacturers:
    - a. Atlas Roofing Corporation: [www.atlasroofing.com](http://www.atlasroofing.com)
    - b. Dow Chemical Co: [www.dow.com](http://www.dow.com)
    - c. GAF Materials Corporation: [www.gaf.com](http://www.gaf.com)
    - d. Johns Manville: [www.jm.com](http://www.jm.com)
    - e. Firestone Building Products, LLC: [www.firestonebpco.com](http://www.firestonebpco.com)
    - f. Hunter: [www.hunterpanels.com](http://www.hunterpanels.com)
    - g. Carlisle SynTec: [www.carlislesyntec.com](http://www.carlislesyntec.com)
    - h. GenFlex Roofing Systems, LLC: [www.genflex.com](http://www.genflex.com)

## **2.05 ACCESSORIES**

- A. Stack Boots: Prefabricated flexible boot and collar for pipe stacks through membrane; same material as membrane.
- B. Insulation Fasteners: Appropriate for purpose intended and approved by roofing manufacturer.
  - 1. Length as required for thickness of insulation material and penetration of deck substrate, with metal washers.
  - 2. Fasteners into treated wood shall be Type 304 or type 316 stainless steel, double hot dipped galvanizing complying with ASTM A153/A153M or other specially treated corrosion-resistant fasteners complying with ASTM A653/A653M, Class G185.
- C. Membrane Adhesive: As recommended by membrane manufacturer.
- D. Surface Conditioner for Adhesives: Compatible with membrane and adhesives.
- E. Thinners and Cleaners: As recommended by adhesive manufacturer, compatible with membrane.
- F. Insulation Adhesive: As recommended by insulation manufacturer.
- G. Sealants: As recommended by membrane manufacturer.
- H. Edge Strips (nailers): Wood; pressure preservative treated.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that surfaces and site conditions are ready to receive work.
- B. Verify deck is supported and secure.
- C. Verify deck is clean and smooth, flat, free of depressions, waves, or projections, properly sloped and suitable for installation of roof system.
- D. Verify deck surfaces are dry and free of snow or ice.
- E. Verify that roof openings, curbs, and penetrations through roof are solidly set, and nailing strips are in place.

### **3.02 INSULATION - UNDER MEMBRANE**

- A. Attachment of Insulation:
  - 1. Mechanically fasten insulation to deck in accordance with roofing manufacturer's instructions.
- B. Lay subsequent layers of insulation with joints staggered minimum 6 inch from joints of preceding layer.
- C. Place tapered insulation to the required slope pattern in accordance with manufacturer's instructions.
- D. Lay boards with edges in moderate contact without forcing. Cut insulation to fit neatly to perimeter blocking and around penetrations through roof.
- E. At roof drains, use factory-tapered boards to slope down to roof drains over a minimum distance of 18 inches.
- F. Do not apply more insulation than can be covered with membrane in same day.

### **3.03 MEMBRANE APPLICATION**

- A. Roll out membrane, free from wrinkles or tears. Place sheet into place without stretching.

- B. Shingle joints on sloped substrate in direction of drainage.
- C. Fully Adhered Application: Apply adhesive to substrate for proper adhesion. Fully embed membrane in adhesive except in areas directly over or within 3 inches of expansion joints. Fully adhere one roll before proceeding to adjacent rolls.
- D. Overlap edges and ends and seal seams by contact adhesive, minimum 6 inches. Seal permanently waterproof. Apply uniform bead of sealant to joint edge. All lap seams shall be fabricated with 6 inch seam tape.
- E. At intersections with vertical surfaces:
  - 1. Extend membrane up a minimum of 4 inches onto vertical surfaces.
  - 2. Fully adhere flexible flashing over membrane and up to nailing strips.
- F. At gravel stops, extend membrane under gravel stop and to the outside face of the wall.
- G. Around roof penetrations, seal flanges and flashings with flexible flashing.
- H. Coordinate installation of roof drains and sumps and related flashings.

#### **3.04 CLEANING**

- A. Remove bituminous markings from finished surfaces.
- B. In areas where finished surfaces are soiled by work of this section, consult manufacturer of surfaces for cleaning advice and conform to their documented instructions.
- C. Repair or replace defaced or damaged finishes caused by work of this section.

#### **3.05 PROTECTION**

- A. Protect installed roofing and flashings from construction operations.
- B. Where traffic must continue over finished roof membrane, protect surfaces using durable materials.

**END OF SECTION 07 53 00**

**SECTION 07 62 00**  
**SHEET METAL FLASHING AND TRIM**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Fabricated sheet metal items, including flashings and counter flashings.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 01 73 29 – CUTTING AND PATCHING
- D. Section 06 10 00 – ROUGH CARPENTRY
- E. Section 07 53 00 – ELASTOMERIC MEMBRANE ROOFING
- F. Section 07 90 05 – JOINT SEALERS

**1.03 REFERENCE STANDARDS**

- A. AAMA 2605 - Voluntary Specification, Performance Requirements and Test Procedures for Superior Performing Organic Coatings on Aluminum Extrusions and Panels; 2013.
- B. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2013.
- C. ASTM D4586/D4586M - Standard Specification for Asphalt Roof Cement, Asbestos-Free; 2007 (Reapproved 2012)e1.
- D. SMACNA (ASMM) - Architectural Sheet Metal Manual; Sheet Metal and Air Conditioning Contractors' National Association; 2012.

**1.04 SUBMITTALS**

- A. Shop Drawings: Indicate material profile, jointing pattern, jointing details, fastening methods, flashings, terminations, and installation details.
- B. Warranty: Work of this section shall be included in the warranty of Section 07 53 00 – Elastomeric Membrane Roofing.

**1.05 QUALITY ASSURANCE**

- A. Perform work in accordance with SMACNA Architectural Sheet Metal Manual and CDA Copper in Architecture Handbook requirements and standard details, except as otherwise indicated.
- B. Fabricator and Installer Qualifications: Company specializing in sheet metal work with 5 years of documented experience.

**PART 2 PRODUCTS**

**2.01 SHEET MATERIALS**

- A. Galvanized Steel: ASTM A653/A653M, with G90/Z275 zinc coating; minimum 0.02 inch thick base metal.
- B. Pre-Finished Galvanized Steel: ASTM A653/A653M, with G90/Z275 zinc coating; minimum 24 Gage thick base metal, shop pre-coated with PVDF coating.
  - 1. PVDF (Polyvinylidene Fluoride) Coating: Superior Performance Organic Finish, AAMA 2605; multiple coat, thermally cured fluoropolymer finish system.
  - 2. Color: As selected by Owner from manufacturer's standard colors.

## **2.02 ACCESSORIES**

- A. Fasteners:
  - 1. Galvanized steel, with soft EPDM washers.
  - 2. All fasteners into treated wood shall be Type 304 of Type 316 stainless steel, double hot dipped galvanized complying with ASTM A153/A153M or other specially treated corrosion-resistant fasteners complying with ASTM A653/A653M, Class G185.
- B. Primer: Zinc chromate type.
- C. Sealant: Type specified in Section 07 90 05.
- D. Plastic Cement: ASTM D4586, Type I.
- E. Underlayment: All treated wood shall be covered with bituminous self-adhesive underlayment.

## **2.03 FABRICATION**

- A. Form sections true to shape, accurate in size, square, and free from distortion or defects.
- B. Form pieces in longest possible lengths.
- C. Hem exposed edges on underside 1/2 inch; miter and seam corners.
- D. Form material with flat lock seams, except where otherwise indicated. At moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
- E. Fabricate corners from one piece with minimum 18 inch long legs; seam for rigidity, seal with sealant.
- F. Fabricate flashings to allow toe to extend 2 inches over roofing. Return and brake edges.
- G. Fabricate vertical faces with bottom edge formed outward 1/4 inch (6 mm) and hemmed to form drip.

## **PART 3 EXECUTION**

### **3.01 INSTALLATION**

- A. Secure flashings in place using concealed fasteners. Use exposed fasteners only where permitted.
- B. Apply plastic cement compound between metal flashings and felt or synthetic flashings.
- C. Fit flashings tight in place. Make corners square, surfaces true and straight in planes, and lines accurate to profiles.
- D. Seal metal joints watertight.
- E. Pull-Off Resistance: Tested in accordance with SPRI ES-1 RE-1 and RE-2 to positive and negative design wind pressure as defined by applicable code.

### **3.02 FIELD QUALITY CONTROL**

- A. Inspection will involve surveillance of work during installation to ascertain compliance with specified requirements.

**END OF SECTION 07 62 00**

**SECTION 07 71 00**  
**ROOF SPECIALTIES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Manufactured roof specialties, including copings, expansion joints, and dome strainers.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 01 73 29 – CUTTING AND PATCHING
- D. Section 07 53 00 – ELASTOMERIC MEMBRANE ROOFING
- E. Section 07 62 00 – SHEET METAL FLASHING AND TRIM
- F. Section 07 90 05 – JOINT SEALERS

**1.03 REFERENCE STANDARDS**

- A. NRCA ML104 - The NRCA Roofing and Waterproofing Manual; National Roofing Contractors Association; Fifth Edition, with interim updates.
- B. SPRI ES-1 - Wind Design Standard for Edge Systems Used with Low Slope Roofing Systems; Single Ply Roofing Industry; 2003. (ANSI/SPRI ES-1)

**1.04 SUBMITTALS**

- A. Product Data: Provide data on shape of components, materials and finishes, anchor types and locations.
- B. Shop Drawings: Indicate configuration and dimension of components, adjacent construction, required clearances and tolerances, and other affected work.

**PART 2 PRODUCTS**

**2.01 COMPONENTS**

- A. Expansion joint:
  - 1. Joint Backing: Round closed cell polyethylene/PVC tubing oversized 1-1/2 times larger than joint width.
- B. Compressible fiberglass insulation in expansion joint shall be retained by a weather barrier, such as Typar.

**2.02 ACCESSORIES**

- A. Dome Strainer: Replace all roof drain dome strainers:
  - 1. Cast Iron: ASTM A 48, Class 25.
  - 2. Minimum Free Area: 136 square inches.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that deck, curbs, roof membrane, base flashing, and other items affecting work of this Section are in place and positioned correctly.

### **3.02 INSTALLATION**

- A. Install components in accordance with manufacturer's instructions.
- B. Coordinate installation of components of this section with installation of roofing membrane and base flashings.
- C. Coordinate installation of sealants and roofing cement with work of this section to ensure water tightness.

**END OF SECTION 07 71 00**



## **SECTION 07 90 05**

### **JOINT SEALERS**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Sealants and joint backing.

##### **1.02 RELATED REQUIREMENTS**

- A. Section 01 00 00 – ADMINISTRATIVE PROVISIONS
- B. Section 01 35 43 – ENVIRONMENTAL PROTECTION
- C. Section 01 73 29 – CUTTING AND PATCHING
- D. Section 07 53 00 – ELASTOMERIC MEMBRANE ROOFING
- E. Section 07 62 00 – SHEET METAL FLASHING AND TRIM

##### **1.03 REFERENCE STANDARDS**

- A. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2014.
- B. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2013.
- C. ASTM C834 - Standard Specification for Latex Sealants; 2010.

##### **1.04 SUBMITTALS**

- A. Product Data: Provide product description.
- B. Manufacturer's Installation Instructions: Indicate special procedures.

##### **1.05 FIELD CONDITIONS**

- A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

##### **1.06 WARRANTY**

- A. Correct defective work within a five year period after Date of Substantial Completion.
- B. Warranty: Include coverage for installed sealants and accessories which fail to achieve airtight or watertight seal, exhibit loss of adhesion or cohesion, or do not cure.

#### **PART 2 PRODUCTS**

##### **2.01 SEALANTS**

- A. Type A - General Purpose Exterior Sealant: Polyurethane; ASTM C920, Grade NS, Class 25, Uses M, G, and A; single component.
  - 1. Color: Match adjacent finished surfaces.
  - 2. Applications: Use for:
    - a. Control, expansion, and soft joints in masonry.
    - b. Joints between concrete and other materials.
    - c. Joints between metal frames and other materials.
    - d. Other exterior joints for which no other sealant is indicated.

- B. Type B - Exterior Metal Lap Joint Sealant: Butyl or polyisobutylene, nondrying, nonskinning, noncuring.
  - 1. Applications: Use for:
    - a. Concealed sealant bead in sheet metal work.

## **2.02 ACCESSORIES**

- A. Primer: Non-staining type, recommended by sealant manufacturer to suit application.
- B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.
- C. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that substrate surfaces are ready to receive work.
- B. Verify that joint backing and release tapes are compatible with sealant.

### **3.02 INSTALLATION**

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Install bond breaker where joint backing is not used.
- D. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
- E. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
- F. Tool joints concave.

### **3.03 CLEANING**

- A. Clean adjacent soiled surfaces.

### **3.04 PROTECTION**

- A. Protect sealants until cured.

**END OF SECTION 07 90 05**

CITY OF AUBURN, MAINE

WOODBURY BRACKETT  
MUNICIPAL GARAGE  
ROOF REPLACEMENT PROJECT  
296 Gracelawn Road, Auburn, Maine  
Bid No. 2018-014

NOVEMBER 10, 2017

APPENDIX B  
BID DRAWINGS

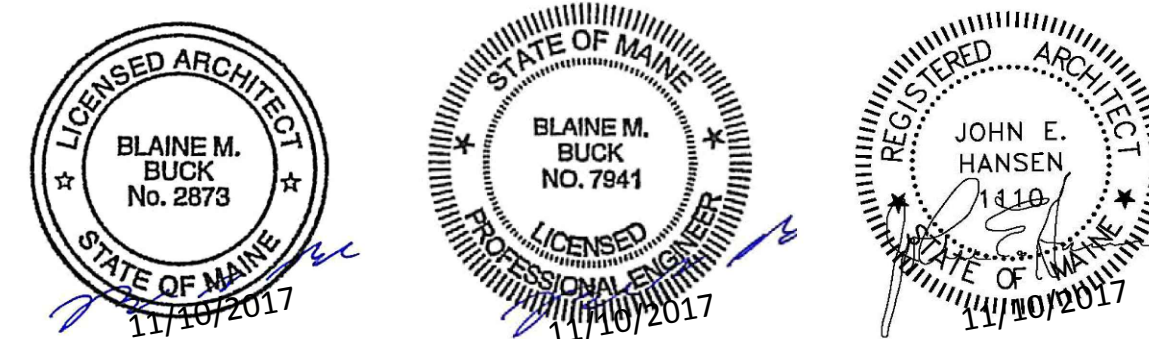
# CITY OF AUBURN, MAINE

## WOODBURY BRACKET MUNICIPAL GARAGE ROOF REPLACEMENT PROJECT

296 Gracelawn Road, Auburn, Maine  
Bid No. 2018-014

### Bid Documents

### November 10, 2017



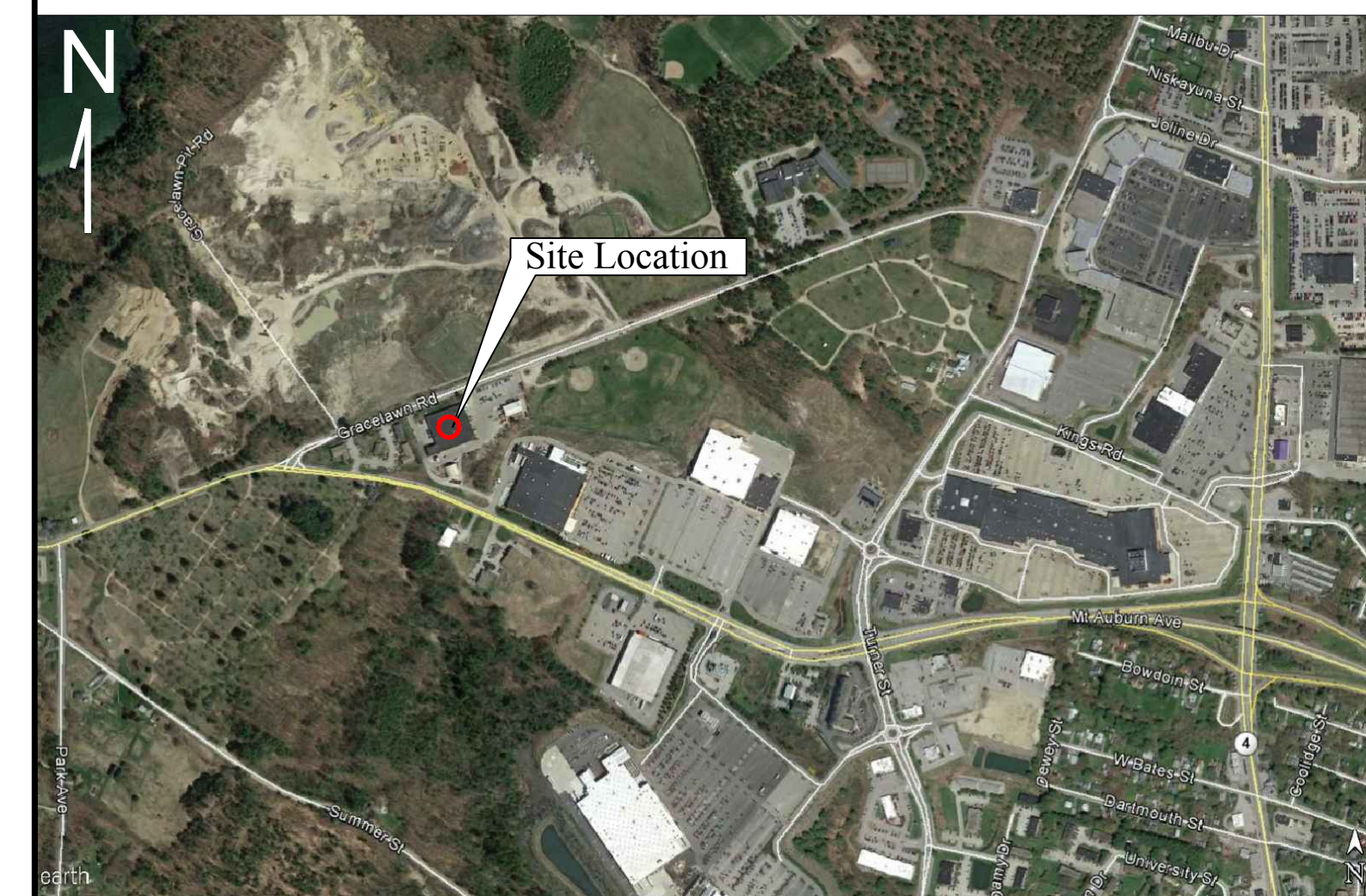
Camden, ME | Portland, ME | York, ME  
207.236.9970 | www.cordjiacapitalprojects.com

#### Drawing List

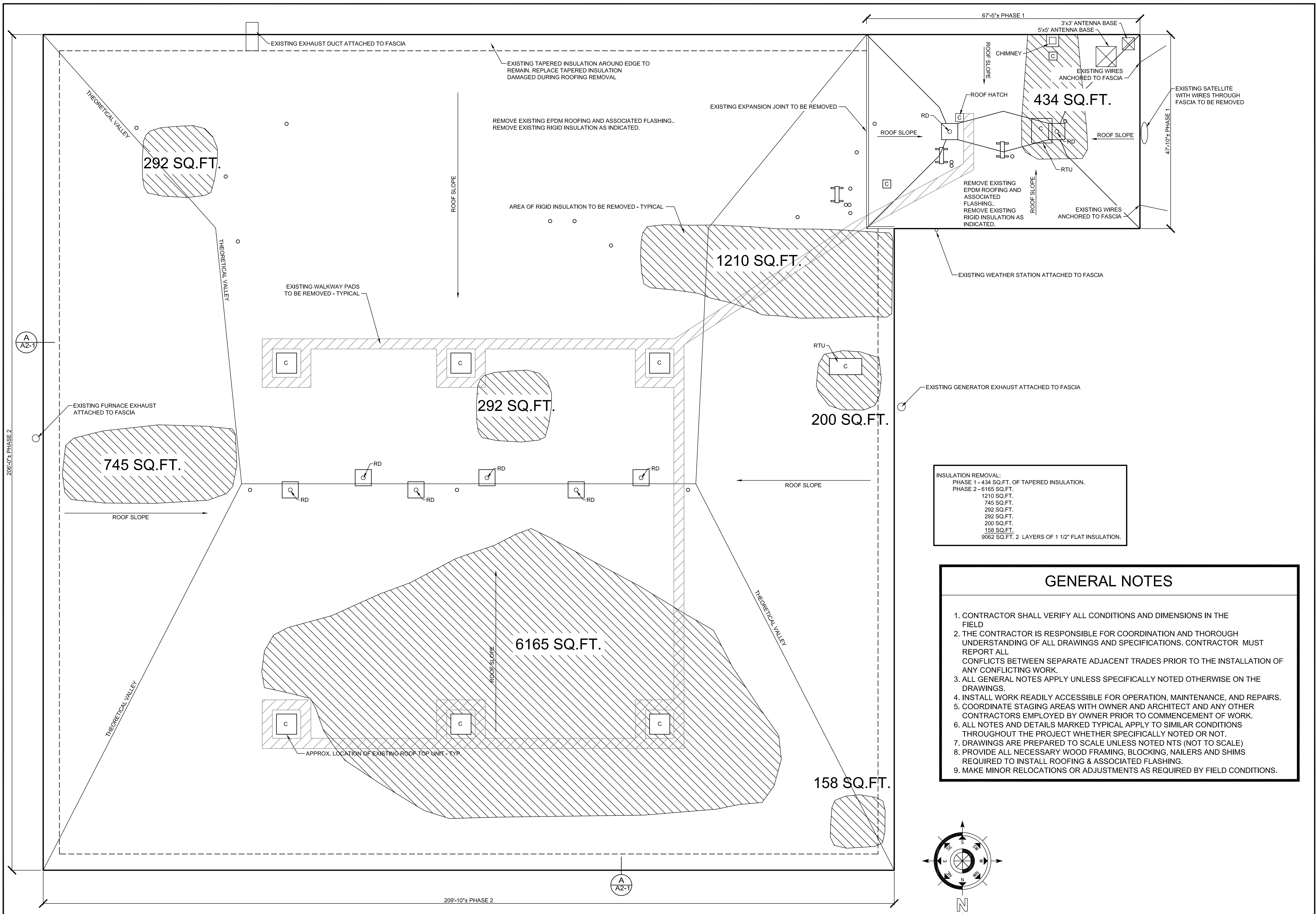
- COVER SHEET
- A1.0 ROOF DEMOLITION PLAN
- A1.1 ROOF PLAN
- A2.1 DETAILS

#### Location Map

No Scale



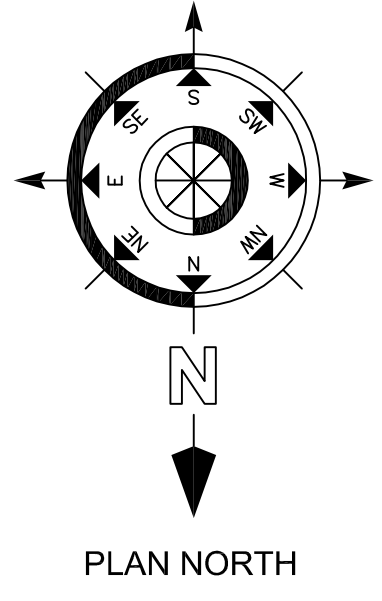




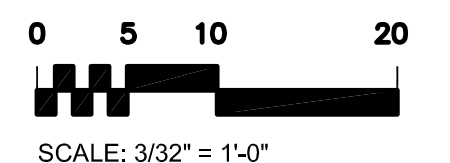
INSULATION REMOVAL:  
 PHASE 1 - 434 SQ.FT. OF TAPERED INSULATION.  
 PHASE 2 - 6165 SQ.FT.  
 1210 SQ.FT.  
 745 SQ.FT.  
 292 SQ.FT.  
 292 SQ.FT.  
 200 SQ.FT.  
 158 SQ.FT.  
 9062 SQ.FT. 2 LAYERS OF 1 1/2" FLAT INSULATION.

### GENERAL NOTES

1. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS IN THE FIELD
2. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION AND THOROUGH UNDERSTANDING OF ALL DRAWINGS AND SPECIFICATIONS. CONTRACTOR MUST REPORT ALL CONFLICTS BETWEEN SEPARATE ADJACENT TRADES PRIOR TO THE INSTALLATION OF ANY CONFLICTING WORK.
3. ALL GENERAL NOTES APPLY UNLESS SPECIFICALLY NOTED OTHERWISE ON THE DRAWINGS.
4. INSTALL WORK READILY ACCESSIBLE FOR OPERATION, MAINTENANCE, AND REPAIRS.
5. COORDINATE STAGING AREAS WITH OWNER AND ARCHITECT AND ANY OTHER CONTRACTORS EMPLOYED BY OWNER PRIOR TO COMMENCEMENT OF WORK.
6. ALL NOTES AND DETAILS MARKED TYPICAL APPLY TO SIMILAR CONDITIONS THROUGHOUT THE PROJECT WHETHER SPECIFICALLY NOTED OR NOT.
7. DRAWINGS ARE PREPARED TO SCALE UNLESS NOTED NTS (NOT TO SCALE)
8. PROVIDE ALL NECESSARY WOOD FRAMING, BLOCKING, NAILERS AND SHIMS REQUIRED TO INSTALL ROOFING & ASSOCIATED FLASHING.
9. MAKE MINOR RELOCATIONS OR ADJUSTMENTS AS REQUIRED BY FIELD CONDITIONS.



# ROOF DEMOLITION PLAN



NOTE:  
 ROOF PENETRATIONS AND ROOF TOP EQUIPMENT SHOWN IS APPROXIMATE. THE CONTRACTOR SHALL VERIFY ACTUAL LOCATIONS AND SIZES. CURB SIZES MUST BE VERIFIED. ALL NON CURB ROOF PENETRATIONS NEED TO BE VERIFIED. NON CURB ROOF PENETRATIONS VARY IN SIZE FROM WIRE PENETRATION TO 6".

Project:  
**WOODBURY BRACKETT MUNICIPAL GARAGE ROOF REPLACEMENT PROJECT**  
 296 Gracelawn Road, Auburn, Maine  
 Bid No. 2018-014

Client:  
**City of Auburn, Maine**  
 60 Court Street  
 AUBURN, MAINE 04210

Legend:

- AREA OF WET OR CURLED INSULATION TO BE REMOVED
- ROOFTOP CURB
- PIPE PENETRATION
- ROOF DRAIN
- CONDENSING UNIT

Firm Name and Address:  
  
**CORDJIA**  
 CAPITAL PROJECTS GROUP  
 Camden, ME | Portland, ME | York, ME  
 207.236.9970 | www.cordjiacapitalprojects.com

Consultant Name and Address:  
 ARCHITECT  
**JOHN E. HANSEN, ARCHITECT**  
 632 SPRUCE HEAD ROAD  
 SOUTH THOMASTON, MAINE 04858  
 PHONE: (207) 594-5310 FAX: (207) 594-5370

Drawing Status:

- CONCEPT DESIGN
- 65% DESIGN DEVELOPMENT
- 100% DESIGN DEVELOPMENT
- BID DOCUMENT
- RECORD DOCUMENT

NO DRAWING SHALL BE RECOGNIZED AS A CONSTRUCTION DOCUMENT UNLESS IT BEARS A SIGNED REGISTRATION SEAL.

Sheet Title:  
**ROOF DEMOLITION PLAN**

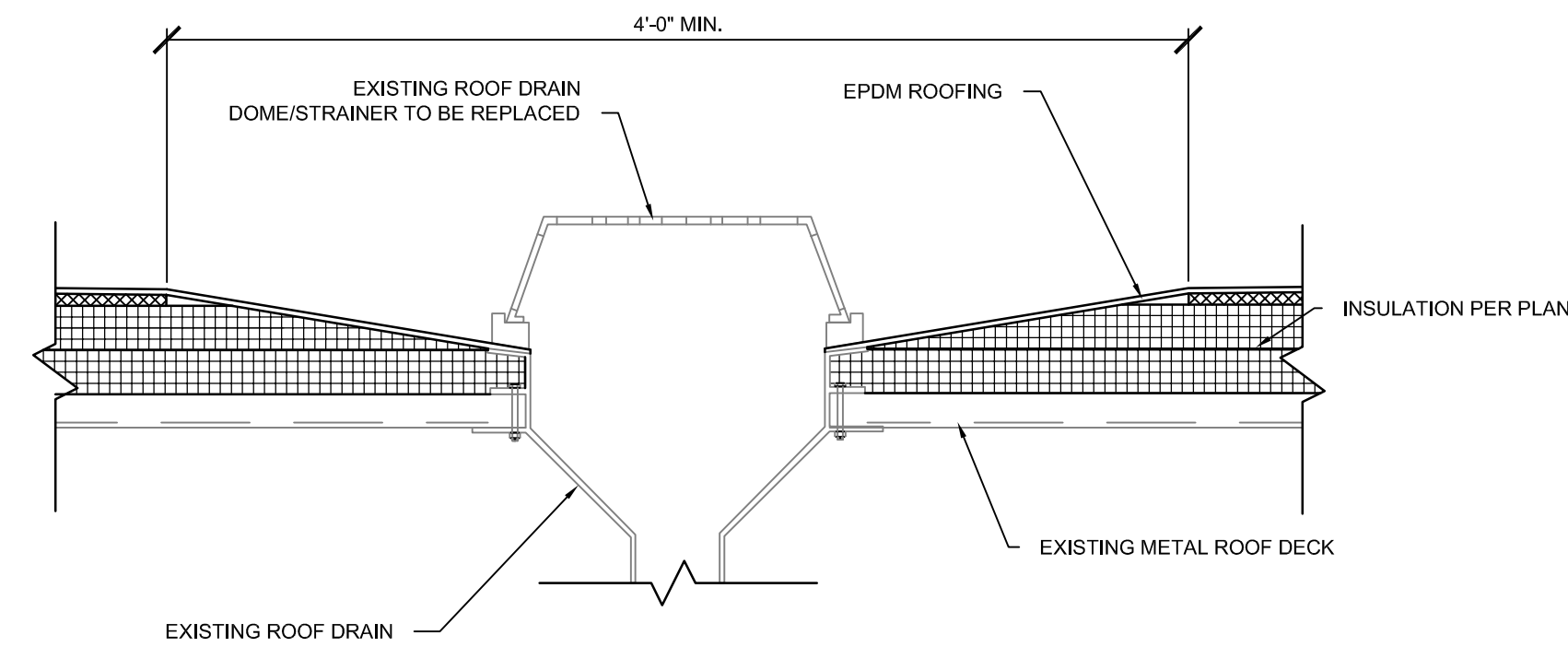
No.	Revision/Issue	Date

Design by: JEH	Checked by: MAD
Drawn by: CMC	Approved by: BMB
Project Project #1102	Date NOVEMBER 10, 2017

Sheet Number:  
**A1-0**

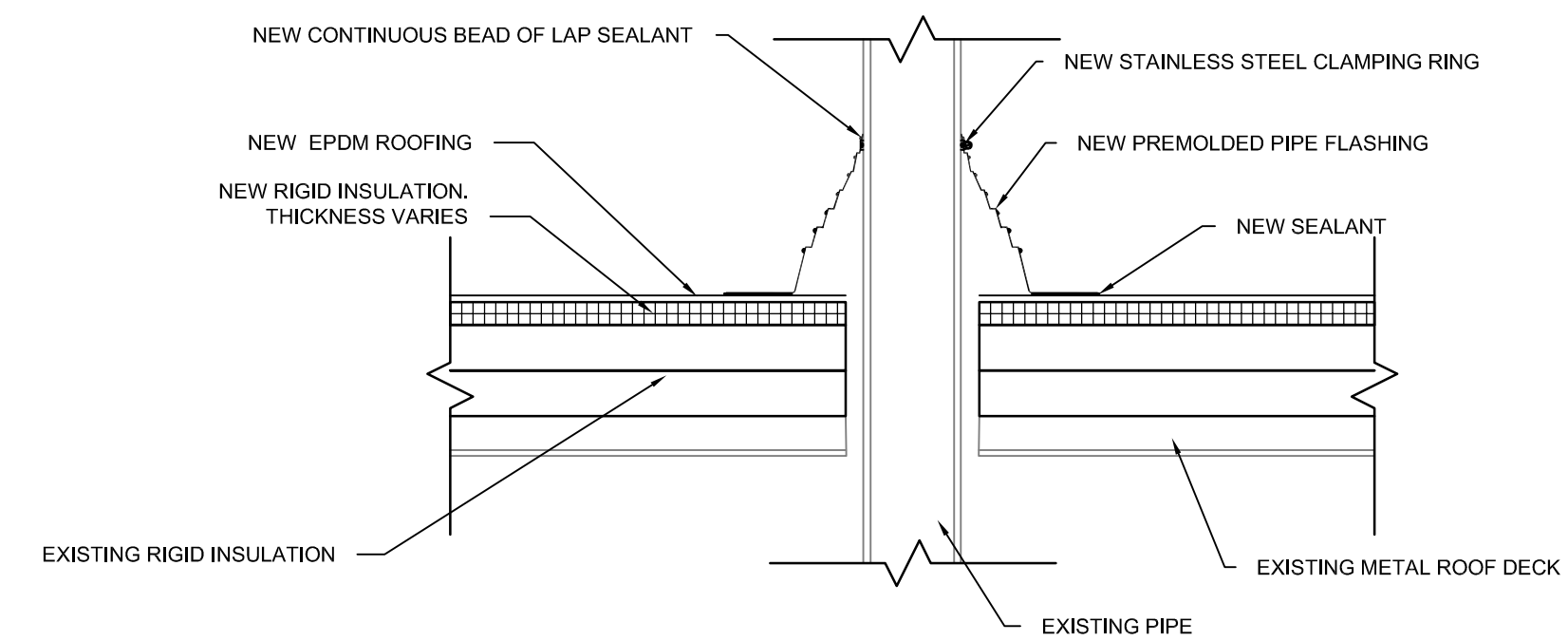
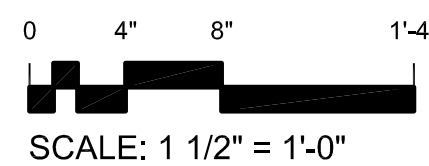






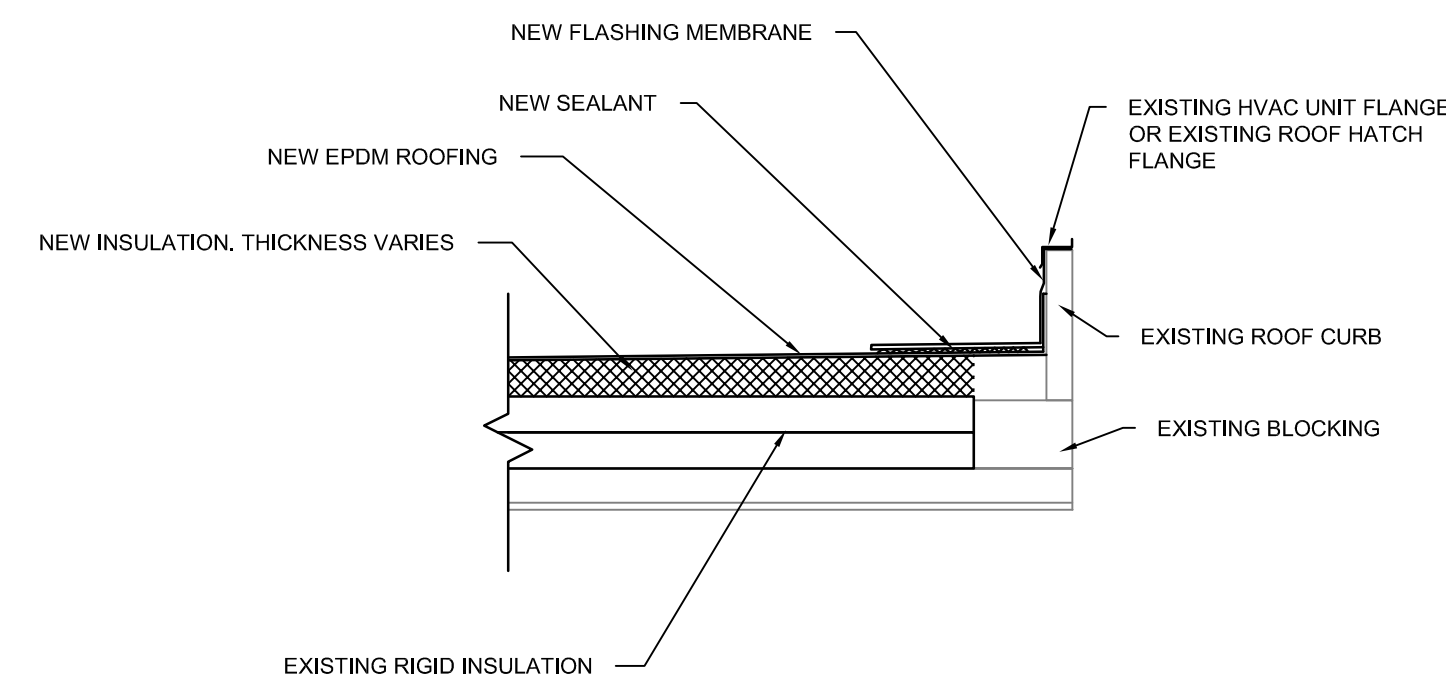
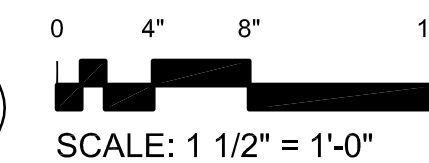
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A1.2

**ROOF DRAIN**



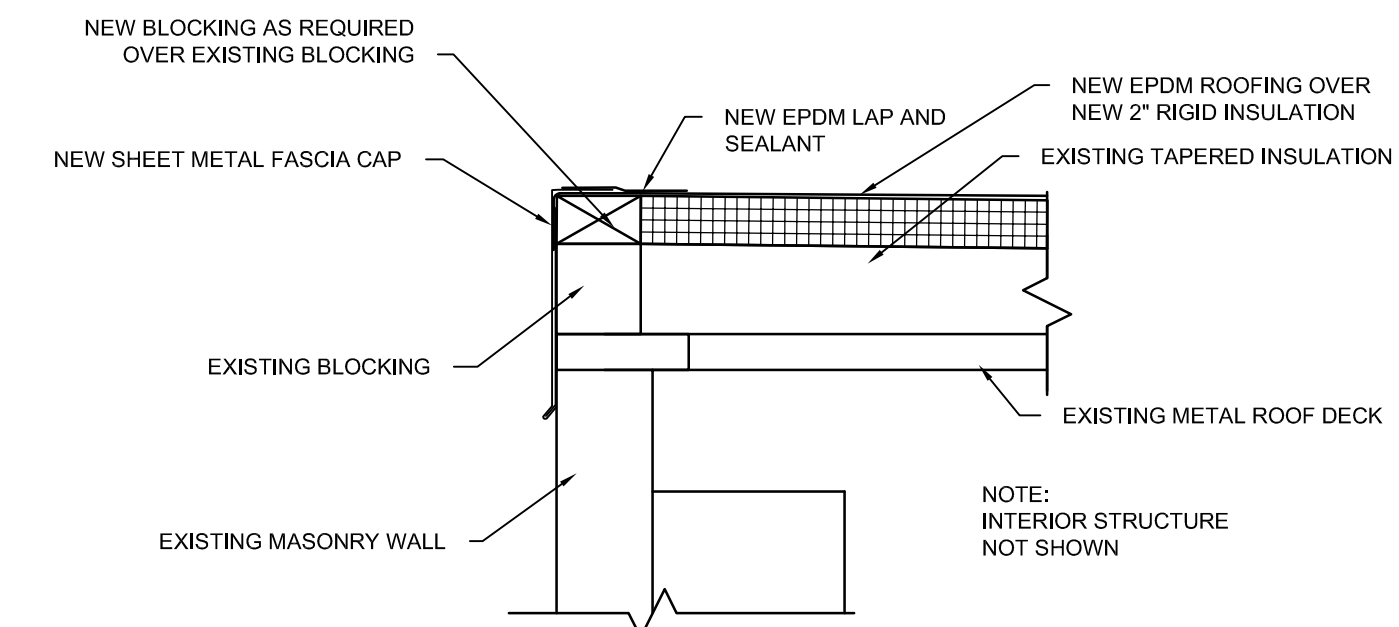
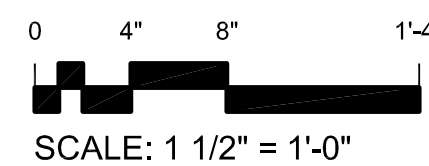
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A2-1

**VENT STACK DETAIL**



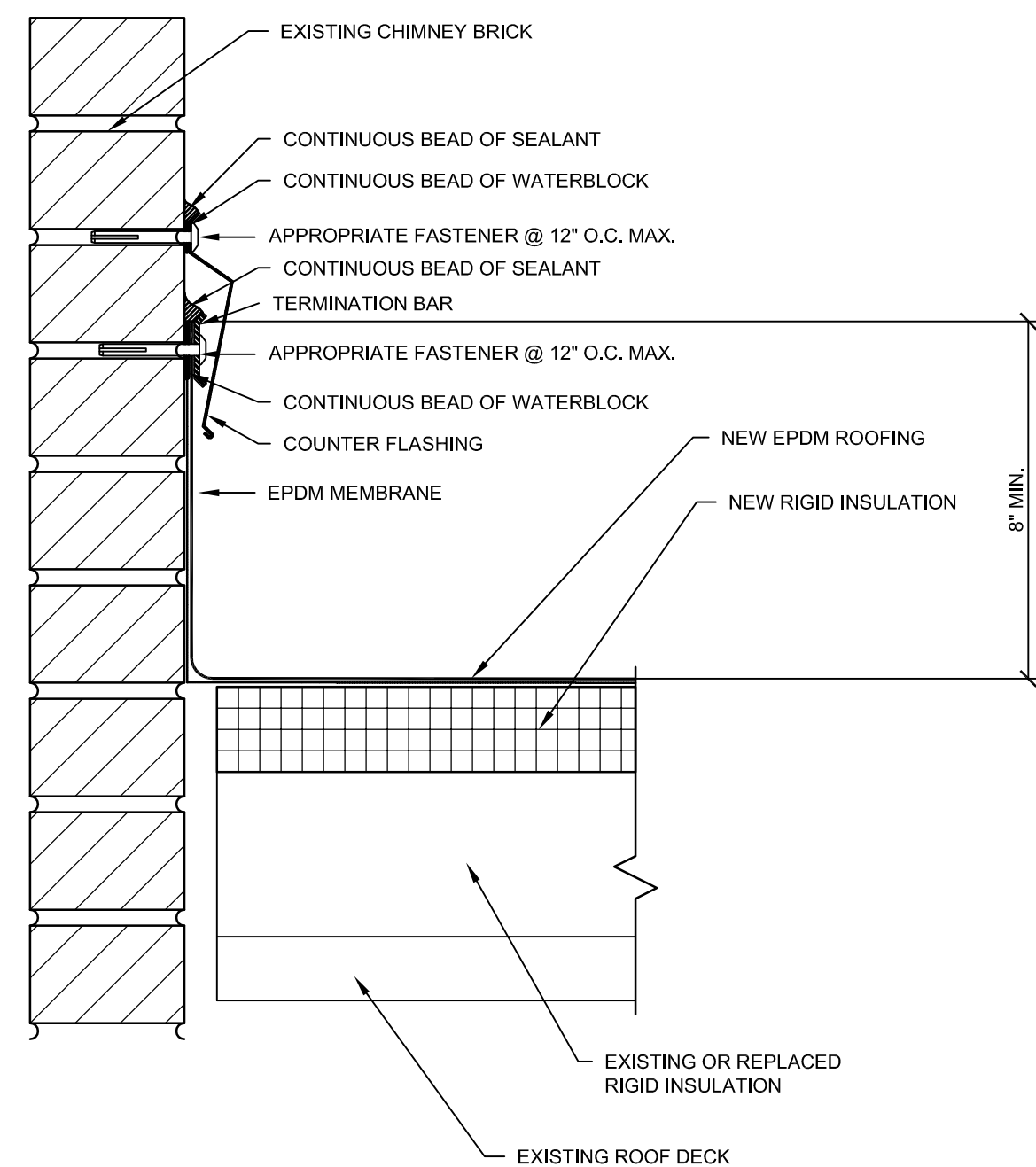
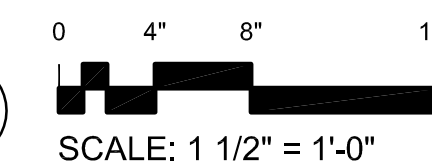
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A2-1

**ROOF CURB**



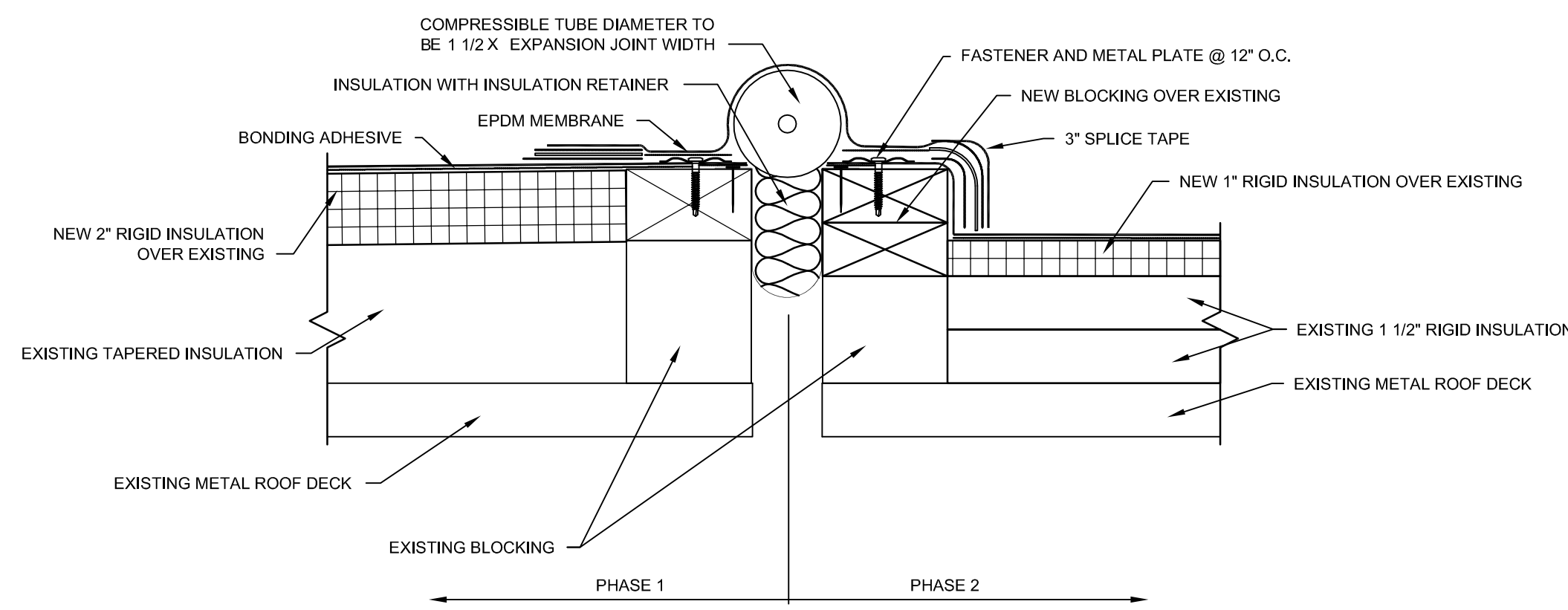
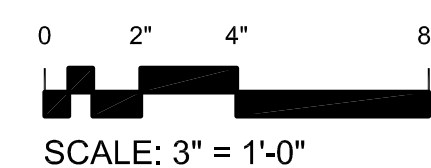
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A2-1

**FLASHING DETAIL**



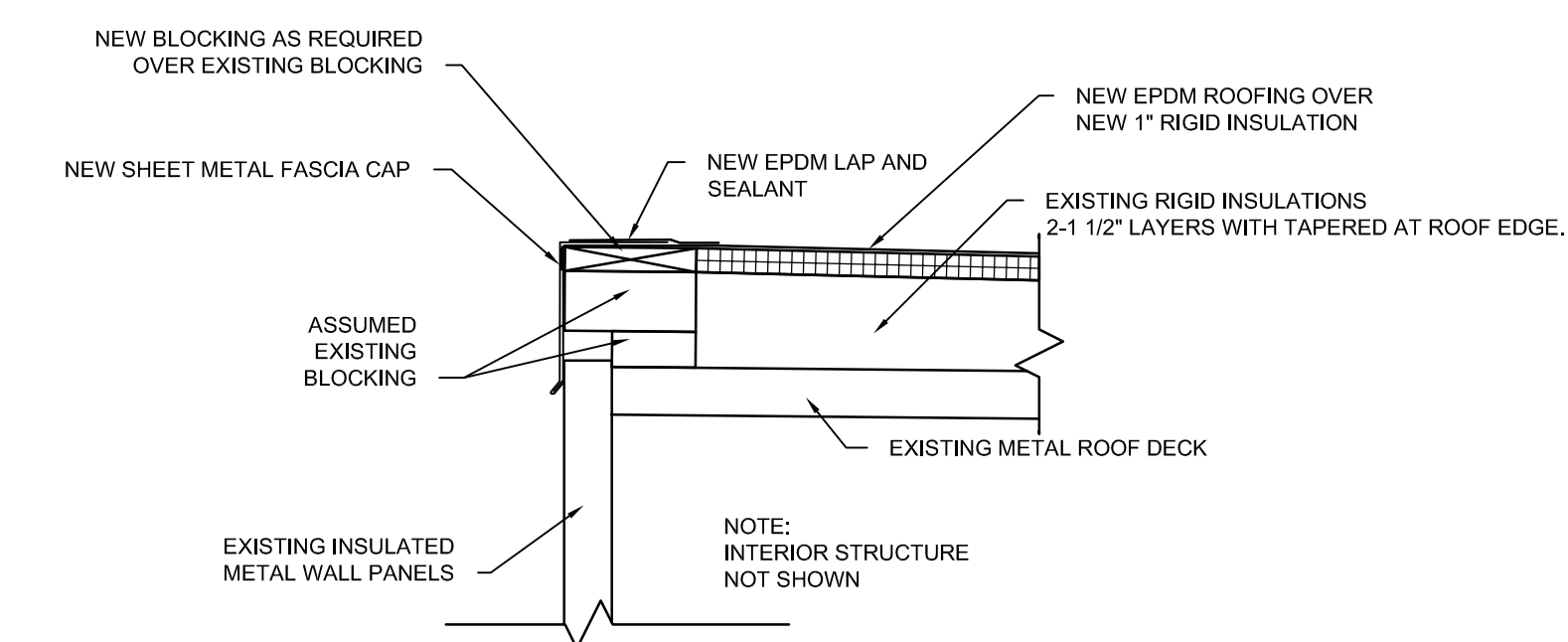
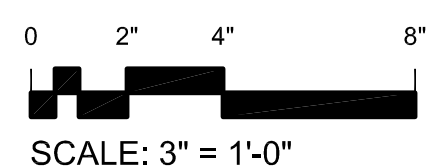
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A2-1

**CHIMNEY FLASHING**



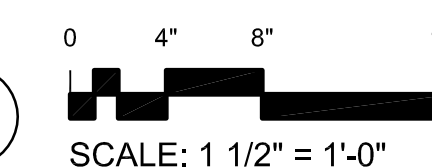
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A2-1

**EXPANSION JOINT**



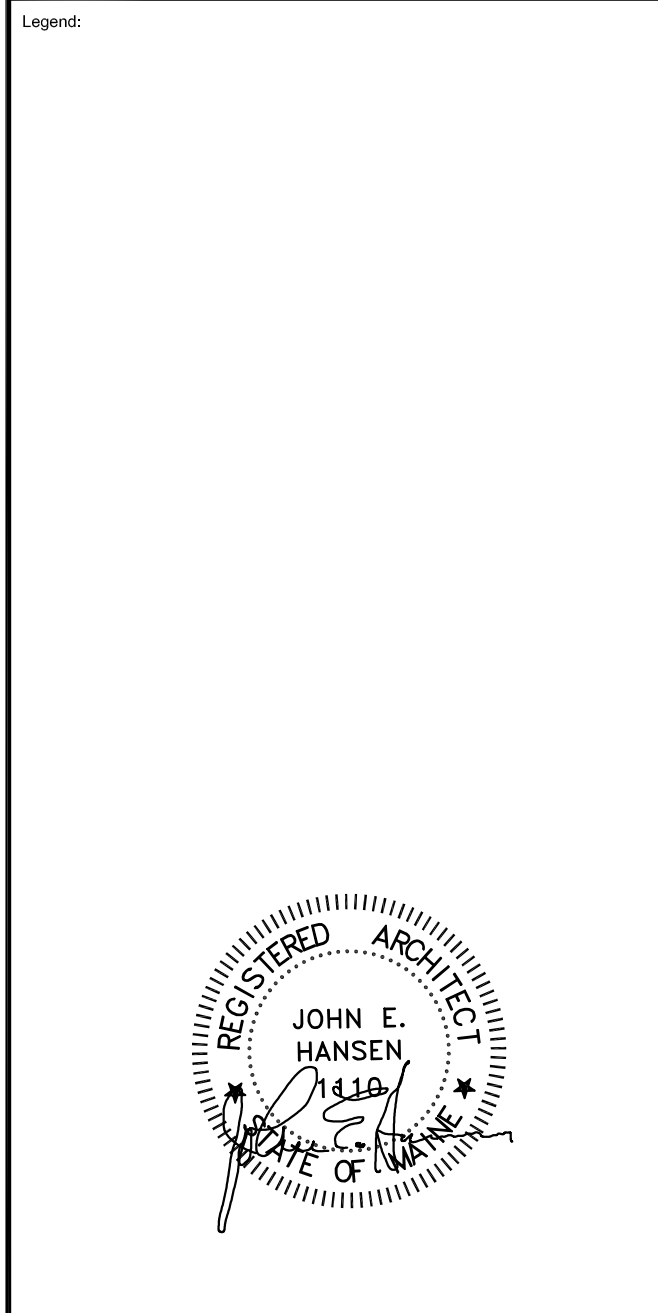
A  
A2-1

**FLASHING DETAIL**



Project:  
**WOODBURY BRACKETT  
MUNICIPAL GARAGE ROOF  
REPLACEMENT PROJECT**  
296 Gracelawn Road, Auburn, Maine  
Bid No. 2018-014

Client:  
**City of Auburn, Maine**  
60 Court Street  
AUBURN, MAINE 04210



Firm Name and Address:  
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- Drawing Status:
- CONCEPT DESIGN
  - 65% DESIGN DEVELOPMENT
  - 100% DESIGN DEVELOPMENT
  - BID DOCUMENT
  - RECORD DOCUMENT
- NO DRAWING SHALL BE RECOGNIZED AS A CONSTRUCTION DOCUMENT UNLESS IT BEARS A SIGNED REGISTRATION SEAL.

Sheet Title:  
**DETAILS**

No.	Revision/Issue	Date

Design by: JEH      Checked by: MAD  
 Drawn by: CMC      Approved by: BMB  
 Project #1102      Date: NOVEMBER 10, 2017

Sheet Number:  
**A2-1**