

CHAMPLAIN VALLEY SCHOOL DISTRICT
Instructions, specifications, & bid response form for
HINESBURG COMMUNITY SCHOOL
RE-ROOFING PROJECT
Issued: August 19, 2019

SECTION 1: REQUEST FOR PRICING – Invitation to Bid

- A. The Champlain Valley School District (Owner) is seeking competitive bids from qualified General Contractors for an approximately 1,025 square foot roof replacement project at the Hinesburg Community School in Hinesburg, VT. Work generally consists of the replacement of roof sheathing and the installation of a complete insulated fully adhered membrane roofing system and associated flashings. The existing roofing system and roof sheathing will be removed by an asbestos removal contractor hired by the Owner. See drawing package for full scope.
- B. Bid Documents for a single Stipulated Sum contract will be available as of **August 19, 2019**. To obtain Bid Documents, call project architect, Joel Page at Scott + Partners, Inc. 802-879-5153 or email at joel@scottpartners.com. All project materials will be emailed. Hard copies can be obtained by special request.
- C. **Sealed bids shall be delivered no later than Monday, September 09, 2019 at 2:00 pm** to Kurt Proulx, Director of Maintenance, Champlain Valley School District, 5420 Shelburne Road, Shelburne, VT 05482. All bids on hand at the scheduled time will be opened publicly in the adjacent conference room, read aloud and recorded. The Owner anticipates reviewing the bids and making an award within 14 days of the bid opening.
- D. Schedule: preparation and submittal work may commence immediately upon award and receipt of a notice to proceed. It is anticipated that on-site activities may not begin until September 16th, 2019. Substantial Completion shall be achieved by October 29, 2019.
- E. **Site Visit:** A formal walk-through has been scheduled for **Tuesday, August 27, 2019 at 2:00pm**. Meet at the main entry area. There is parking in the main parking lot behind the school.
- F. Questions regarding the project may be directed to Joel Page, AIA at the above e-mail address.
- G. A Bid Bond in the amount of 5% of the bid amount shall be furnished with the bid. Submit on AIA form A310.
- H. The successful bidder will be required to enter into an Owner-Contractor agreement in the form of an AIA A107, 2007 ed. A Performance and Payment Bond in the amount of 100% of the contract value will also be required.
- I. Prices quoted shall be honored by bidder for a minimum of one (1) month beyond the bid date.
- J. The Owner reserves the right to reject any and all bids.

Bid Package - Table of Contents

Project Specifications

Division 0 and 1: see below.

Technical specifications follow Division 1 with additional notes on the drawings.

Project Drawing List

See Drawing Cover Sheet

SECTION 2: QUOTE INFORMATION, REQUIREMENTS, AND INSTRUCTIONS

In determining the “successful bidder(s),” the Owner will evaluate price, compliance with all applicable quote specifications, and shall also consider:

- The ability, capacity and skill of the bidder to perform the quote or provide any services that may be required;
- Whether the bidder can perform the Work promptly, or within the time specified, without delay or interference;

The Owner intends to pay invoices within fifteen (15) days following receipt of the invoice provided the products and services for all items covered by the purchase order are complete. In submitting quotes under the attached specifications, bidders should take into consideration all discounts, both trade and time allowed in accordance with the above-mentioned payment policy. All bidders shall quote net prices, therefore, exclusive of all taxes. The Project is Tax –Exempt. The ID number will be given to the successful bidder.

- Any bidder submitting a quote hereby certifies the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work; and that the bidder is competing solely on his/her behalf without connection with, or obligation to, any undisclosed person or firm.
- The Owner reserves the right at its sole discretion to waive any informality or irregularity in any quote or to reject any or all quotes, if it is deemed to be in the best interest of the Owner.

SECTION 3: GENERAL CONDITIONS

In addition to the AIA A-201 referred to in the proposed Owner-Contractor Agreement, the following General Conditions shall apply and govern all equipment suppliers and bidders in matters of furnishing equipment.

Form of Agreement: The successful Contractor will be expected to execute an AIA A107 Agreement with the Owner. It will be generally as issued by the AIA with the Arbitration clause removed. A sample is available upon request.

ARTICLE 1: CONTRACT DOCUMENTS

The contract documents between the parties include: Bid Form, Advertisement, General Conditions, Drawings and Specifications. These documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the specifications shall be immediately brought to the attention of the Owner for correction by addendum during the review period. Any such discrepancies discovered by the bidder not corrected by addendum shall be resolved on the basis of furnishing the greater quantity without change in contract.

ARTICLE 2: INTENT

It is the intent of these contract documents to include all labor, materials, fees, charges, features, capabilities, shipping and services of every kind necessary to properly execute the work, carry out the terms and conditions of payment and to establish minimum acceptable requirements for equipment design, construction and contract performance.

ARTICLE 3: QUALIFICATIONS OF BIDDERS

The Bidder must have financial and personal resources of sufficient scope to assure prompt and satisfactory performance in the execution of the total conditions of this specification so as not to delay the progress of the work. No quote will be considered responsible and bonafied unless the firm submitting the quote can meet the following conditions:

- A. Bidders shall have been in the General Contracting business for at least 5 years and provide a list of 3 similar projects. Include the name and phone number of a contact person for each project. Roofing contractor to have been in business for at least 3 years and provide a list of 3 similar projects. Include the name and phone number of a contact person for each project.

ARTICLE 4: CHANGES IN WORK

The Owner may, at its discretion, order changes in the work with the contract sum being adjusted accordingly. All changes for additional equipment must be submitted in writing in advance for approval.

ARTICLE 5: CORRECTIONS AND GUARANTEES

All work will be inspected periodically by the Owner and/or its representative and any items found not in conformance with the intent of the contract and the quality specified shall be repaired or replaced promptly without additional charge.

All workmanship and products shall be guaranteed against defective parts, materials, and finish under normal usage for a period of twelve (12) months from date of final acceptance, or longer where indicated in the project documents.

Any defective materials or faulty workmanship occurring within that time shall be replaced or corrected promptly without charge, upon notification by the Owner.

ARTICLE 6: SUBMITTALS

Submittals after contract award: unless otherwise noted in the bid package, the successful bidder shall submit the following. Submittals will be reviewed by the Architect and Owner for conformance with the Contract Documents and coordination with ongoing Owner requirements/schedules. Submittals will be returned as 'Accepted / No Exceptions Taken', 'Make Corrections Noted', 'Amend and Resubmit', or 'Rejected, see Remarks'.

Administrative:

- Schedule of Values
- Schedule for construction activities. Indicate sequence of work, key activities, phasing.

Product Material and Data:

- Provide material data and instruction guidelines for roof membrane, insulation and all required accessories.
- Provide shop drawings for roofing showing proposed details for all condition related to the Work.
- Color submittals for all visible or pre-finished components on the project.
- Provide draft warranty information on materials and workmanship.
- Provide "as-built" drawings at the end of the project showing actual field conditions and record information.
- Provide final executed warranty along with operations and maintenance information on installed materials and equipment.

ARTICLE 7: MATERIALS

Equality of Materials:

It is the prime intent of specifying the items therein to show and define the essential minimum requirements as in the quality of material, construction, finish and overall workmanship. Substitutions of equivalents or other products that meet or exceed the project specifications is allowed subject to certain provisions, unless specifically noted otherwise.

Substitutions: The Bidder shall, upon request and without cost to the Owner, furnish documents, independent laboratory tests, and similar authenticated proof materials to substantiate the deviation that he/she proposed in his/her quote is "equal to" or "exceeding" that which is specified.

Bid proposals offering deviations shall be submitted in strict conformance to the requirements and procedures described herein, and failure to comply shall be just cause for rejection of the quote or the enforcement of supplying the time or items of equipment exactly as specified, without exception or recourse. The Bidder shall not be relieved of responsibility for any deviation from the requirements of

the Bid Documents unless the Bidder has specifically informed the Owner in writing of such deviation at the time of submission and the Owner has given written approval to the specific deviation.

By submitting alternates, the Bidder thereby represents that the accuracy of all information is the responsibility of the Bidder. Requests for alternates shall be made prior to the bid. All authorizations for acceptance of alternates shall be in writing.

ARTICLE 8: BIDDER'S INSURANCE REQUIREMENTS

The Bidder shall not commence work under this Contract until he/she has obtained all insurance required under this paragraph and such Insurance has been approved by the Owner, nor shall the Bidder allow any Subcontractor to commence work on his/her subcontract until all similar insurance required to Subcontractor has been so obtained and approved.

- **Worker's Compensation Insurance.** The Bidder shall take out and maintain during the life of the contract, Worker's Compensation Insurance for all of his employees employed at the site of the project, and, in case any work is sublet, the Bidder shall require the Subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Bidder.

In the event that any class of employees are engaged in hazardous work under this Contract at the site of the project is not protected under the Worker's Compensation Statute, the Bidder shall provide and shall cause such Subcontractor to provide for the protection of his employees not otherwise protected.

- **Insurance Requirements.** In addition to Worker's Compensation, the Bidder shall maintain the following additional insurance coverage's: Property Damage, Liability Insurance (General and Public), Errors and Omissions, Auto, and Umbrella.

- **Required Insurance Coverage.** The Bidder shall provide the above-mentioned insurance to meet the following required levels:

- a) Worker's Compensation: \$500,000
- b) Liability Insurance per Occurrence: \$500,000
- c) Liability Insurance Aggregate: \$1,000,000
- d) Auto: \$1,000,000
- e) Umbrella: \$1,000,000

- **Certificate of Insurance.** The Bidder shall furnish the Owner Certificates of Insurance as outlined above. Said Certificates of Insurance, in addition to the amount of coverage, shall carry a statement worded as follows: "In the event of cancellation or expiration of any of the foregoing policies, ten (10) days written notice by the insurance company shall be mailed to the Owner."

- The Owner and the architect shall also be listed as additional insured.

ARTICLE 9: CONTRACT BOND: Performance and Payment Bonds

A Performance and Payment Bond is required on this project in the amount of 100% of the contract amount. Bonds shall be furnished on AIA forms A312 (2010) or approved equivalent.

ARTICLE 10: FINANCIAL

PROGRESS PAYMENTS

THE OWNER shall make progress payments on account within fifteen (15) days of receipt of invoice for the goods delivered or services completed.

Retainage: the Owner will retain 10% of each progress payment. In accordance with the General Conditions, upon Substantial Completion, the Retainage will reduced to that amount required to satisfy the following: (Sum of the remaining outstanding, incomplete or deficient work) x 2.

FINAL PAYMENT

Final payment shall be due after completion and acceptance of the work, provided the Bidder has submitted evidence satisfactory to the Owner that all payrolls, materials bills and other indebtedness connected with the work has been paid by providing the appropriate affidavit and lien waivers.

AFFADAVIT AND LIEN WAIVER

At the discretion of THE OWNER, the Bidder agrees that THE OWNER may withhold progress payments or final payment until THE OWNER is in receipt of; 1) an affidavit, executed by the Bidder, indicating all the Subcontractor or material men who have performed or furnished services, labor, or materials in connection with the Project for, or on behalf of, with the knowledge of the Bidder; and 2) lien waivers, executed by the Bidder and all Subcontractor and material men who have furnished labor, services, or materials for which the progress payments or the final payment is owed.

ARTICLE 11: BID EVALUATION

THE OWNER will evaluate the bids based and expects to award the project to the lowest responsible bidder on the base bid amount. After the base bid amount, alternates - if any, will be given consideration.

ARTICLE 12: PROJECT SCHEDULE

The base schedule for the proposed project is as follows:

- Contract work may begin as soon as contract documents are signed, insurance certificates and bonds are in the owner's hands.
- Testing, measuring, shop drawings and submittals to be completed and approved prior to work on the roof starting. Schedule all site visits with Tim Peet, Building Manager. See requirements below for ALL on-site personnel.
- Actual roofing work on site shall be done over the school's summer recess 2018. The first weekday that contractors may be on site is in early July as listed in the Invitation to Bid. Substantial Completion can be no later than August 24 as listed in the Invitation to Bid.
 - Note that some students may be on site during the summer recess. Most will be in remote areas of the facility- away from the work areas.

- Sufficient safety precautions and barricade separation meeting the District's risk requirements may allow certain roof work to commence while students are still in school/on site. Note that ALL WORK DONE WHILE STUDENTS ARE PRESENT WILL REQUIRE SIGNIFICANT PLANNING AND COORDINATION. All activities performed while students are on-site must be approved by the Owner. Provide a detailed plan and project schedule for review and approval. Coordinate all on-site activities with the owner.
- A designated work zone will be established by the Owner. The Contractor may elect to fence off this area with snow fence or chain link to create a work area with access to the roof to reduce/eliminate interaction with the student population.

BIDDER'S NAME/COMPANY _____

Date: _____

Project Name: Hinesburg Community School Re-Roofing Project
Hinesburg, VT

To: Champlain Valley School District
Kurt Proulx, Director of Maintenance
Champlain Valley School District
5420 Shelburne Road, Shelburne, VT 05482

BASE BID: The Undersigned has visited the project site and examined the Bidding and Contract Documents including all Addenda issued before the bid opening for the proposed work. The Undersigned proposes to furnish all labor, materials, and supplies and to construct the Project described above, for the Base Bid Lump Sum of:

Words _____

Figures _____

The Undersigned attests that the stipulated Base Bid Lump Sum written above includes their proper share of profit, overhead, insurance, the cost of any appropriate Allowances specified, and any other applicable fees and are not subject to escalator or other hidden charges.

In reference to Article 7 contained in the A.I.A. Document 201-2007, "General Conditions of the Contract for Construction", Changes in the Work, paragraph 7.2.2, it is agreed that should charges or credits be determined on a "cost of the work plus a fixed fee", the fixed fee, which shall include Contractor's general conditions, overhead, and profit, shall be _____% of the cost of the work. (Not to exceed 15%).

Alternates:

Description: _____

Add / (Deduct

Alternate #1:

\$ _____

Unit Prices:

<u>Measure</u>	<u>Description</u>	<u>Cost/measure</u>
<u>Unit Price #1:</u>		<u> </u> \$/SF

The Undersigned agrees to accept adjustments in the stipulated Base Bid Lump Sum written above if awarded the Contract, according to the owner’s choice of Alternates, if any, for the Project.

The Undersigned acknowledges receipt of the following Addenda:

1. _____
2. _____
3. _____

In submitting this proposal, the Undersigned agrees that the Bid will not be withdrawn for a period of 30 consecutive calendar days following the date of Bid Opening; further, that if a Notice to Proceed or if a prepared Agreement provided by the Owner is received at the business address identified below within the above named period, the Undersigned will, within 5 days of such receipt, acknowledge acceptance of the contract award and will execute and deliver the Agreement, the certificates of insurance and will proceed in accordance with requirements of the Contract Documents for this project.

The Undersigned agrees, if awarded the Contract, to begin work after execution of the Contract or receipt of a Letter of Intent from the Owner in accordance with the schedule submitted by the Contractor and accepted by the Owner.

The Undersigned agrees to reach Substantial Completion of the Project per the proposed completion date outlined above.

Signed, this _____ day of _____, 2019

Firm:

Address:

By:

Signature:

(Authorized Representative)

Date

End of Bid Form

Additional Materials to be enclosed with the Bid Form:

- [List of 3 previous similar jobs with contact information](#)
- Bid Bond in the amount of 5% of the bid amount shall be furnished with the bid. Submit on AIA form A310

SECTION 4: GENERAL REQUIREMENTS:

SUMMARY:

The General Contractor (GC) will be required to coordinate the installation of the roof sheathing and roofing system around the schedule and work of the abatement contractor hired by the Owner to remove the existing roofing system and asbestos laden roof sheathing. The GC will need to remove, store, and install the existing acoustical ceiling tiles, remove and rehang existing wiring, mechanical equipment, and electrical devices as required to allow the abatement contractor to complete their work. Provide temporary or permanent framing to support equipment as required.

1 EXAMINATION OF SITE WORK

- A. The bidding Contractors shall have visited the site prior to bidding and carefully examined entire set of drawings and specifications so as to understand all conditions affecting execution of work.
 - 1. Existing Conditions: CHANGE ORDERS WILL NOT BE APPROVED FOR FAILURE TO ACCOMMODATE KNOWN EXISTING CONDITIONS VISIBLE PRIOR TO REMOVALS.
 - 2. The Contractor shall inspect surfaces that are to receive or come in contact with his work before proceeding with fabricating, assembling, fitting or erection of his work; shall be solely responsible for accuracy of measurements and laying out work; make good errors or defects due to faulty measurements taken, information obtained, layout or due to failure to report discrepancies.
- B. Concealed conditions discovered during construction: Notify Architect in case of discrepancies between existing conditions and drawings. Architects will review conditions with Owner and issue clarifying directions. If directions result in a substantive change in project cost or time, the Contract will be amended by Change Order.
- C. Hazardous Materials: There are known areas of hazardous materials that will be removed by the abatement contractor hired by the Owner. If the Contractor encounters any suspect hazardous materials, he shall not disturb such materials and shall notify the owner immediately for testing and remediation as necessary by the owner.
- D. The Contractor is required to follow EPA and the State of Vermont guidelines for renovation work and must have the appropriate training and certifications. Provide copies of such certifications with the Certificates of Insurance prior to the start of work.

2 RESPONSIBILITY AND INTENT

- A. The work shown is intended to represent a complete, functional project. The Contractor shall provide all labor, material, equipment, appliances and services necessary to provide completed and operational building systems as shown or described in the project documents.

- B. It is the intent that the work included under each section of the specification shall cover the manufacturer, fabrication, delivery, installation, and/or erection, with all incidentals thereto, unless otherwise noted or specified.
3. PERMITS, FEES, INSPECTION
- A. The General Contractor shall be responsible to obtain and pay for all necessary permits, fees and inspections as may be required by these drawings, specifications, building codes or any other laws and requirements applicable to this project.
 - B. A State Building permit is not necessary; this project is considered "routine maintenance". The contractor will be required to obtain any sub-permits necessary for any necessary trade work (Plumbing, Electrical, etc).
 - C. This project is tax exempt.
4. PAYMENTS
- A. Payments will be made on a monthly basis based on the General Contractor's monthly requisitions. Time of payments shall be based on a thirty- day requisition.
5. SCHEDULE OF VALUES
- A. At Contract signing, provide schedule of values with breakdown by standard CSI divisions. Breakdown and schedule shall be used as the basis for evaluating payment.
6. CONSTRUCTION SCHEDULES
- A. General Contractor shall provide a construction schedule indicating work to be performed each week from Notice to Proceed to Completion of the Work. Submit to the Architect and Owner prior to starting work and update the schedule on a weekly basis.
 - a. The contractor must comply with NFPA 241 governing work in existing/occupied buildings. Provisions must be made for suitable exiting at all times.
 - b. Note that public and school playgrounds abut the school sites. Provide fencing, barricades and other safety measures to ensure the safety of the general public who may be using the adjacent public play spaces.
 - B. All work shall be coordinated/scheduled through the Owner's rep (Tim Peet).
7. COORDINATION:
- A. Coordinate the work of all trades.
 - B. Verify location of utilities and existing conditions. Many existing surfaces and building components will have an impact on the new work, alignments and dimensions. Carefully align new work with existing work. Notify Architect of conditions differing from those indicated on the Drawings.
 - C. Verify dimensions on Drawings with dimensions at the Project. Do not scale Drawings.

- D. Coordinate with Work by Owner: Make allowances for ongoing Owner operations and routine maintenance performed by others. Integrate work by the owner into the schedule where directed. Advise the Owner of the Contract Work schedule with ample warning to allow integrated work where necessary.
- E. Owner will hire an abatement contractor to remove the existing roof membrane, flashings, roof sheathing and associated caulking. The contractor will coordinate with the abatement contractor and install a water tight roof system prior to the end of each work day.

8. SHOP DRAWINGS

- A. After notice of award, the Contractor shall submit list of intended submittals prior to starting work on site. See list or required submittals in Section 3, Article 6 above.
- B. Make submittals sufficiently in advance of date required to allow Architect reasonable time for review and resubmission if necessary. Submission of items not approved for use by Contract Documents will be rejected.
- C. General Contractor shall review and approve all items prior to submission to Architect for approval, indicating that Contractor has verified all field dimensions and quantities, field construction criteria, catalog numbers and similar data.
- D. Shop Drawings: Submit one (1) electronic copies of each submittal package or drawing. The Architect will review them electronically and return via email with a traditional stamp indicating the review action. Information on drawings shall include but not be limited to: dimensions, sizes, characteristics, performance data, assembly methods, etc.
- E. Samples: Provide two (2) physical samples of each component/material requested.
 - a. Identify samples with manufacturer's name, item, use, color, finish and other pertinent data.
 - b. Architect may, at his option, retain samples for comparison purposes.
 - c. Contractor shall pay all costs of furnishing, construction, and removing samples.

Start of work which requires submittals, prior to return of submittals with Architect's stamp indicating approval is at Contractor's risk.

9. FIELD ENGINEERING:

- A. Verify and locate utilities, existing facilities, and equipment.
- B. Hold pre-construction meeting. Identify the project conditions that will affect the progress and ongoing owner operations or public safety.
- C. Review any obstructions or related building components affected by the work. Where affected or integral to the Work, confirm type, location, and nature of the obstructions or issues that require special coordination.
- D. Provide engineered shop drawings for any temporary bracing or changes to structural members.

10. PROJECT MEETINGS:
 - A. Arrange for a preconstruction conference prior to start of construction as noted above. Meeting shall be attended by Owner, Architect/Engineer, Contractor, and major sub-contractors.
 - B. Arrange for progress meetings every week during construction. The Owner or Owner's representative will record minutes and distribute promptly.

11. PRODUCTS AND SUBSTITUTIONS:
 - A. Provide products and materials specified. Request Architect's selection of colors and accessories in sufficient time to avoid delaying progress of the work.
 - B. Submit requests for substitutions shall be in writing, including reasons. Submit sufficient information for Architect to evaluate proposed substitution.
 - C. Remove and replace work that does not conform to the contract documents at no additional expense to the Owner.

12. QUALITY ASSURANCE:
 - A. Comply with applicable codes, regulations, ordinances and requirements of authorities having jurisdiction, including accessibility guidelines where applicable. Submit copies of inspection reports, notices and similar documents to Architect.
 - B. Use experienced installers. Furnish evidence of experience where required in the technical specifications or requested by the architect or owner.
 - C. Deliver, handle, and store materials in strict accordance with manufacturer's instructions.

13. ACCESS TO SITE
 - A. There will be ample parking on site for contractor vehicles. Cones and construction barriers denoting exit closure and creating a work zone may be used. Coordinate with the Owner's project representative.

14. TEMPORARY FACILITIES
 - A. Contractor may NOT use on site bathrooms. Place temporary facilities where directed by the Owner's representative.
 - B. Electrical power and potable water is available on site. Usage charges will be paid for by Owner. All provisions for temporary connections, distribution and removal/restoration shall be by the Contractor and included in the Contractors bid.
 - C. Contractor shall provide and pay for job site phone for use by contractors during the project. Cell phones are acceptable.

15. TEMPORARY BUILDINGS, TRAILERS, AND OFFICES

- A. Based on the small scale of the project, none are anticipated.
- B. No office trailer is necessary.
- C. Storage trailers: based on the limited nature of this project, none are anticipated to be necessary. Some secure laydown space may be available on site. Coordinate requirements with the Owner's project coordinator.

16. SAFETY/FIRE PROTECTION

- A. Safety of the construction site is solely the responsibility of the Contractor.
 - 1. Provide outline of safety measures required at each school site to ensure the safety of the students, staff and public that may be on the school property during the work.
- B. Contractor shall comply with all requirements and statutes of OSHA and VOSHA.
- C. Fire prevention:
 - 1. The work shall be performed in such a manner as to prevent fire. During any work involving a fire hazard, the Contractor shall take all reasonable precautions against start and spread of fire.
 - 2. The Contractor shall provide and maintain suitable means for fire prevention and extinguishing. Minimum fire prevention requirements shall be per VOSHA or as directed the local fire official.
 - 3. Comply with NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations.
 - 4. Where welding is required, comply with all applicable fire safety requirements.

17. SCAFFOLDING, STAIRS, ETC.

- A. The Contractor shall provide and maintain scaffolding, chutes, temporary stairs, platforms, runways, ladders, supports, braces, etc., as required to carry out work and allow access to all parts of the work for inspection thereof. They shall be entirely safe and adequate for the use intended.
- B. Where exposed to public access, the Contractor shall restrict access to the public by means of signage, fencing or other appropriate means to ensure the safety of the general public. All ladders shall be removed and secured when not in use.

18. LABOR

- A. All Contractors and Subcontractors employed shall be required to conform to Labor Laws of the State of Vermont and various acts amendatory and supplementary thereto

and to all other laws, ordinances and legal requirements applicable thereto. Evidence of compliance with Workers Compensation provisions shall be presented to the Owner.

- C. All labor shall be performed in the best and most workmanlike manner by mechanics skilled in their respective trades.
- D. **Adhere to School District, State and Federal School site policies regarding NO smoking, alcohol, tobacco, fire-arms on school property.**

19. COOPERATION WITH UTILITIES

- A. General Contractor, as necessary to perform the Work, shall be responsible to coordinate with all utilities affecting the project, including power, telephone, water, sewer, storm sewer, etc. Such coordination shall include verification of existing utilities, location, size,

20. DEBRIS REMOVAL

- A. Contractor shall be responsible for removal of all rubbish, etc., from the project site as it accumulates on a daily basis. A dumpster location shall be coordinated with the Owner's Project Coordinator.
- B. Contractor shall be responsible for removal of all equipment and material called for to be removed or demolished and shall dispose of it in a legal manner. Contractor shall follow all local ordinances for recycling and disposal of materials.
- C. Salvage items: See Instruction to bidders and the drawings for identification and disposition of salvaged items.
- D. Recycling: the Contractor shall sort and recycle any/all qualifying waste building materials leaving the site.

21. WEATHER CONDITIONS

- A. At all times during the period of construction, special and positive measures shall be taken by the Contractor to protect the existing building and the materials stored on the site and all work completed or in process from damage by weather, wind, or low temperature. The building shall be kept weathertight at all times. Allow ample time to close up work zones during periods of approaching weather.

22. STANDARD SPECIFICATIONS

- A. Whenever any reference is made to a standard of any agency, authority or association,

it shall mean the latest standard or tentative standard of the agency, authority, or association as to materials, testing, procedures, inspection or other specification pertaining to any or all phases of work, whichever is applicable.

23. OPERATING AND MAINTENANCE MANUALS

- A. Contractor shall prepare and deliver to Architect, as a condition precedent of receiving final payment, a set of operating and maintenance manuals covering equipment, appliances, mechanical and electrical systems.
- B. Assemble data, warranties indicated and other data required to completely describe operation and maintenance procedures.
- C. Band or assemble in ring binders and submit (2) copies of each to Architect prior to instruction of Owner's person in equipment operation. Provide complete copies in electronic format on a flash drive.

24. CLEANING UP

- A. Clean up the project site at the end of every day.
- B. After completion of construction operations, just prior to final inspection by Owner, the Contractor shall clean all debris and excess materials related to his work from the premises.
- C. Repair, patch, and touch-up any surfaces damaged by the work of this contract to match adjacent surfaces.

25. INSPECTION OF WORK

- A. Review by the Owner or Architect of finished work or work in progress shall not be denied. Inspection does not relieve the Contractor of his obligation to perform work in strict accordance with the contract.

26. INSTALLATION:

- A. Inspect substrates and report unsatisfactory conditions in writing.
- B. Do not proceed until unsatisfactory conditions have been corrected.
- C. Take field measurements prior to fabrication where practical. Form to required shapes and sizes with true edges, lines and angles. Provide inserts and templates as needed for work of other trades.
- D. Install materials in exact accordance with manufacturer's instructions and approved submittals.
- E. Install materials in proper relation with adjacent construction and with proper appearance.

- F. Restore units damaged during installation. Replace units which cannot be restored at no additional expense to the Owner.
- G. Refer to additional installation requirements and tolerances specified under individual specification sections.

27. CLOSEOUT:

- A. Comply with Substantial Completion requirements in the General Conditions.
- B. Prepare punchlist for remaining work for review by the Architect and Owner's project manager.
- C. Complete punchlist items promptly at no additional expense to the Owner.
- D. Submit (2) sets of accurate record documents "As-built drawings" of building and site.
- E. Submit (2) sets, operating manuals, maintenance manuals, and warranty information.
- F. Review operation/warranty conditions with the Owner. Train Owner in use and care of building systems and ongoing review/inspection/maintenance requirements of warranties.
- G. Remove temporary facilities and provide final cleaning and touch-up.
- H. Restore portions of building, site improvements, landscaping and other items damaged by construction operations at no additional expense to the Owner.

28. MISCELLANEOUS REQUIREMENTS

- A. The possession of firearms on site is strictly prohibited. Each contractor and subcontractor shall ensure that their employees observe this policy.
- B. This is a school. Safety of the students and staff is of paramount concern. While activity is greatly reduced during the summer vacation, the Contractor shall make every effort to coordinate activities with the Owner and minimize the potential for conflict or danger to staff, students and the public that may be in or around the building. Notify the owner of all proposed activities and schedules in advance.

END OF SECTION

FOLLOWING PAGES:

- ATC Asbestos Abatement Work Plan Dated April 2018
- KCE Roof structural evaluation dated January 31, 2018

TECHNICAL SECTIONS

- 07 5323 EPDM Roofing