



*Building Since 1891*

GRAND RAPIDS PUBLIC SCHOOLS

ALGER SCHOOL RENOVATIONS

CONSTRUCTION MANAGER'S  
PROJECT MANUAL

April 10<sup>th</sup>, 2026

Construction Manager:

**Owen-Ames-Kimball Co.**

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Grand Rapids, MI 49503

616.456.1521

Send RFIs and Substitution Requests to: Jared Gauss: [jaredg@oakmi.com](mailto:jaredg@oakmi.com)

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Owen-Ames-Kimball Co. Safety Manual:

<https://tinyurl.com/34zxyj49>

## **ADVERTISEMENT FOR BIDS**

### **BID PROPOSAL**

Sealed bids, in triplicate, for the Grand Rapids Public Schools, Alger School Renovations will be received until 10:00am local time, Thursday, April 30<sup>th</sup> at Grand Rapids Public Schools, GRPS University. 1400 Fuller Ave. NE, Grand Rapids, MI 49505. Bids received after this time will neither be considered nor accepted.

All proposals received by the time and date stated above will be opened and read publicly at 10:00am local time, Thursday, April 30<sup>th</sup>, at Grand Rapids Public Schools, GRPS University. 1400 Fuller Ave. NE, Grand Rapids, MI 49505. You may attend in person or watch online via a Zoom live stream, please use this link:  
<https://us06web.zoom.us/j/81157167440?pwd=Jg31HbhZwaPw9ARPiQLNzG8cCYF28b.1>  
Passcode (if required): 947417

Bids may be mailed to **Owen Ames Kimball, 126 Ottawa Ave. NW, Suite 600, Grand Rapids, MI 49503**. Mailed bids must be received prior to **3pm, Wednesday, April 29<sup>th</sup>**. FAXED, EMAILED OR UPLOADED TO BUILDING CONNECTED BIDS WILL **NOT** BE ACCEPTED.

In accordance with Section 1267 of the Revised School Code each bid must be accompanied by a sworn and notarized Familial Disclosure Statement completed by the bidder disclosing any familial relationship between the Owner or any employee of the Bidder and any member of the District's Board of Education or the Superintendent of the District.

### **SITE INSPECTION**

A construction pre-bid meeting will be held at Alger School, 921 Alger St. SE, Grand Rapids, MI 49507 at 3:00pm local time, Tuesday, April 14<sup>th</sup>. All bidders are encouraged to attend.

### **BID DOCUMENTS**

The Bidding Documents may be examined at the following locations:

- Owen-Ames-Kimball Co. Website: <http://www.owen-ames-kimball.com/subcontractors/>
- Builders Exchange plan rooms in Grand Rapids, Kalamazoo, Lansing and Traverse City.

### **BIDDER QUALIFICATIONS**

Bidders submitting a Bid for this Project shall have qualifications as follows:

- a. Shall be a reputable, recognized organization, with at least five (5) years successful experience on work of this type and scope of this project.
- b. Shall have a license where required by public authorities having jurisdiction.
- c. Shall have ample financial resources for work of this magnitude.

### **ADDITIONAL DOCUMENTATION**

**GRPS Requires the forms below to be included with Bids:  
(forms included in bid documents)**

- Sworn Statement of Familial Relationship
- Iran Business Relationship Affidavit
- Debarment & Suspension Certification
- Criminal Background Affidavit
- GRPS Policy for Local Contractor Discount
- Non-Collusive Affidavit



**BID SECURITY - PERFORMANCE BONDS**

Each bid shall be accompanied by good and sufficient bid security or bid bond in an amount not less than 5% of the Bid amount and shall secure the Owner from loss or damage by reason of the withdrawal of the Bid by a Bidder or by failure of the successful Bidder to enter into a Contract with the Owner if his Bid is accepted by the Owner.

Bid securities will not be released or returned until the bid "hold-firm" date or a subcontract has been successfully executed for the specific bid category of work, whichever occurs first.

Bid security may be provided by furnishing a bond from a surety company having a rating of A- or better or certified check. Owen-Ames-Kimball is not responsible for the loss of bid security if provided by certified check.

The successful Bidder may be required to secure Performance, Labor and Material bonds for all contracts exceeding \$50,000, from a surety company having a rating of A- or better, for the full amount of the Contract. Please note costs to include Performance, Labor and Material bonds on Bid Form.

## **SUPPLEMENT TO INSTRUCTIONS TO BIDDERS**

### STANDARD AIA FORMS

The Instructions to Bidders (AIA Document A701-2018 Edition), Articles 1 through 8, and as herein amended or added to, are a part of the Contract Documents, and shall apply to all Contractors, and/or Subcontractors.

### ARTICLE 1 – DEFINITIONS Add Subparagraph 1.10 as follows:

1.10 All references made to Owner shall be implied to refer to the Construction Manager.

### ARTICLE 3 – BIDDING DOCUMENTS

3.1 Distribution Add Subparagraph 3.1.6 as follows:

3.1.6 The Bidding Documents, including drawings, specifications, and necessary forms, can be examined at the following locations.

- Owen-Ames-Kimball Co. website: [www.owen-ames-kimball.com/subcontractors/](http://www.owen-ames-kimball.com/subcontractors/)
- Builders Exchange plan rooms in Grand Rapids, Kalamazoo, Lansing, and Traverse City.

3.2 MODIFICATION OR INTERPRETATION OF BIDDING DOCUMENTS Revise Subparagraph 3.2.2. as follows:  
Line 2 shall read "...ten days..."

### ARTICLE 4 – BIDDING PROCEDURES

4.1 PREPARATION OF BIDS Revise Subparagraph 4.1.1. and Add Subparagraph 4.1.6.1, 4.1.9 and 4.1.10 as follows:

Bids shall be submitted, in triplicate, on the Bid Proposal Form included within the bidding Documents.

4.1.6.1 Proposals will be accepted for one (1) Bid Category only, or a combination of two (2) or more Categories. If the Bidders wish to have their combined bid considered for separate categories, they must submit separate proposals for the individual category along with their combined bid proposal.

4.1.9 A Pre-Bid Conference will be held in accordance with the following schedule:

Date: 4/14/2026

Place: Alger School, 921 Alger St. SE, Grand Rapids, MI 49507

Time: 3:00pm

4.1.10 In accordance with Section 1267 of the Revised School Code each bid must be accompanied by a sworn and notarized Familial Disclosure Statement completed by the bidder disclosing any familial relationship between the Owner or any employee of the Bidder and any member of the District's Board of Education or the Superintendent of the District.

4.2 BID SECURITY Add Subparagraphs 4.2.1.1, 4.2.1.2 and Revise Subparagraph 4.2.3 as follows:

4.2.1.1 Bid security shall be required for each bid tendered.

4.2.1.2 Bid security shall be in the form of either a CERTIFIED or CASHIER'S CHECK on an open and solvent bank or bid bond issued by surety company payable to the Owner in an amount equal to five percent (5%) of the base bid.

4.2.3 Revise Lines 1 and 2 to read "If a surety bond is provided the attorney-in-fact who ...".

4.3 ADDENDA Revise Subparagraph 4.3.3 as follows:

- 4.3.3 Addenda will be issued no later than two days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.
- 4.4 MODIFICATION OR WITHDRAWAL OF BIDS Revise Subparagraph 4.4.3 as follows:
- 4.4.3 After the time and date of receipt of Bids, a bid may not be modified, withdrawn or cancelled by the Bidder for sixty (60) days.

#### ARTICLE 5 – CONSIDERATION OF BIDS

- 5.3 ACCEPTANCE OF BID (AWARD) Revise Subparagraph 5.3.2 and add Subparagraph 5.3.4 as follows:
- 5.3.2 Revise Line 1 to read “...right to accept Mandatory and Voluntary Alternates in any order...”
- 5.3.3 Owner reserves the right determine which bidders are considered the lowest qualified bidder and to award to said bidder.
- 5.3.4 After the Owner has awarded the Bid Categories the Construction Manager will prepare and send a Notice of Pending Award to the successful Bidders.

#### ARTICLE 6 – POST-BID INFORMATION

- 6.1 CONTRACTOR'S QUALIFICATION STATEMENT Revise Subparagraph 6.1 as follows:  
The Owner, Architect and Construction Manager may make such investigations as they deem necessary to determine the ability of the Bidder to perform the work. The Bidder shall furnish all such information and data for this purpose as the Construction Manager may request within twenty-four (24) hours, including, but not limited to, lists of projects completed, financial statements for the past two (2) years, a current list of work in progress. The Owner reserves the right, based on the advice of the Construction Manager and Architect, to reject any bid if the evidence submitted, or investigation of such Bidder, fails to prove that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- 6.3 SUBMITTALS Revise Subparagraph 6.3.1, replace Subparagraphs 6.3.1.1 thru 6.3.1.3 and add Subparagraphs 6.3.1.4 thru 6.3.1.6 as follows:
- 6.3.1 The Bidder shall within ten (10) days upon issuance of a Notice of Pending Award furnish to the Owner through the Construction Manager the following:
- 6.3.1.1 The necessary insurance forms as specified in the Bidding Documents.
- 6.3.1.2 A cost breakdown on the continuation sheets of the “Application and Certificate for Payment”, AIA Document G703 showing all major work items, separated by both material and labor.
- 6.3.1.3 A list of the work which will be performed with the Bidder’s own forces, a list of their subcontractors and a list of work that will be performed by the subcontractor’s forces.
- 6.3.1.4 Names of the manufacturer’s, products and suppliers of principle items, materials or systems proposed for the work.
- 6.3.1.5 Schedule information.
- 6.3.1.6 The Bidder will be notified in writing if any of the above items are not acceptable.

#### ARTICLE 7 – PERFORMANCE BOND AND PAYMENT BOND

- 7.1 BOND REQUIREMENTS Revise Subparagraph 7.1.1 as follows and Delete Subparagraph 7.1.3
- 7.1.1 The Owner may, prior to execution of the Contract, require the successful Bidder(s) to furnish separate Performance and Payment Bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder in an acceptable form to the Owner and the Construction Manager. Such bonds can be secured through the Bidder’s usual sources provided that they fulfill requirements specified elsewhere in these Documents. The cost of such bonds shall be paid for by the Bidder. A space has been provided on the Proposal Form for the Bidder to identify the amount that shall be added to their proposal

should the bonds be required. Should they be required the Bidder shall deliver the bonds to the Construction Manager not later than the date of execution of the Contract

7.2 TIME OF DELIVERY AND FORM OF BONDS Delete Subparagraph 7.2.2

ARTICLE 8 – ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

8.1 Revise sentence to read: Copies of the proposed Contract Documents will be made available to the Awarded Bidder as modified and would include but not limited to the following documents as issued by the Construction Manager.

ARTICLE 9 – INSURANCE

9.1 INSURANCE REQUIREMENTS The required insurance will name Owen-Ames-Kimball Co., Owner and Architect, along with their respective officers, agents and employees are named as additional insureds for the auto liability and general liability on a primary and non-contributory basis for ongoing and completed operations. The ONLY acceptable endorsement for the additional insureds requirements is ISO form CG 20 37 07 04.

9.1.1 Commercial General Liability – ISO Occurrence form CG 20 10 07 04 and CG 20 37 07 04 are the required forms.

ARTICLE 10 – DESCRIPTION OF WORK Add paragraph 10.1 and 10.2

10.1 BID CATEGORIES Add Subparagraphs 10.1.1, 10.1.1.1., 10.1.1.2, 10.1.1.3 as follows:

10.1.1 Bid Categories have been established to guide Bidders in determining scope of work where trade jurisdiction is not clearly defined. These descriptions are not meant to be all inclusive of work to be included in the Bid. If a conflict in the assignment of work exists between the Bidding Documents and the descriptions of these bid categories, the requirements of the bid category description(s) shall take precedence and the Construction Manager shall immediately be notified of the conflict. Bidders are to familiarize themselves with all Bid Categories.

10.1.1.1 Requirements for a specific Bid Category, trade or contract will generally be described in that portion of the Specifications or Drawings related to that trade or contract. Such requirements may, however, be described in other sections of the contract documents. Contractors will be held responsible for having carefully examined all drawings and read all divisions of the specifications and all contract documents to avoid omissions or duplications and to ensure a complete job.

10.1.1.2 There is not necessarily a direct relationship between the Bid Category numbers or names and the Specification Division or Section numbers.

10.1.1.3 Unless specifically noted as being furnished only, scopes include the complete installation including materials, labor, equipment, interface with the work of other trades, etc.

10.2 INDEX OF BID CATEGORIES Add paragraph 10.2

- Bid Category No. 1 - Earthwork
- Bid Category No. 2 - Asphalt Paving
- Bid Category No. 3 – Playground Equipment
- Bid Category No. 4 – Fencing
- Bid Category No. 5 - Concrete
- Bid Category No. 6 - Metals
- Bid Category No. 7 - General Trades
- Bid Category No. 8 - Joint Sealants
- Bid Category No. 9 - Lath, Plaster, Drywall, Acoustical (LPDA)
- Bid Category No. 10 - Flooring
- Bid Category No. 11 - Painting
- Bid Category No. 12 - Fire Protection
- Bid Category No. 13 - DDC Controls
- Bid Category No. 14 - Mechanical/Plumbing
- Bid Category No. 15 - Testing and Balancing
- Bid Category No. 16 - Commissioning
- Bid Category No. 17 – Electrical

10.3 BID CATEGORY DESCRIPTIONS Add paragraph 10.3

Bid Categories have been established to guide Bidders in determining scope of work where trade jurisdiction is not clearly defined. These descriptions are not meant to be all inclusive of work to be included in Bid. Unless specifically noted as being furnished only or install only, scope includes complete installation including all labor, material, equipment, etc.

**Bidders are required to familiarize themselves with all Bid Categories and Alternates.**

**BID CATEGORY NO. 1 – EARTHWORK**

**Include:**

1. Complete site related and demolition work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
01 5639	Temporary Tree Plant Protection
31 1000	Site Clearing
31 2000	Earth Moving
33 4600	Subdrainage

2. All necessary surveying and staking for this contractor's work. The Construction Manager will supply building control points and establish a benchmark.
3. Applicable fees, permits, inspections, etc. as required for the completion of the work in this bid category.
4. Sleeves as indicated on the drawings.
5. Slab sand pavement subbase construction per details. Gravel subbase to be graded and compacted to +/-0.05 foot. Final grading and proof rolling are the responsibility of asphalt paving or concrete contractor. This contractor is responsible for compaction and/or correction of any areas that do not pass tests. This contractor to be present during testing.
6. Responsible for keeping public roads clean of construction traffic dirt and debris. Any required sweeping of existing drives and roads is this contractor's responsibility.
7. Excavation, bedding materials, piping, structures, backfill, compaction, etc. as required for all underground utility construction, all to within 5 feet of the building unless noted otherwise.
8. Tree removals as called out on the plans are by this contractor. Remove trees completely, including trunks, roots, etc. to allow for new construction.
9. Strip, stockpile and respread topsoil to machine grade +/-0.10 foot.
10. Site related demolition, including but not limited to, pavements, site walls, utility structures, tennis courts and equipment, etc.
11. Include all exterior saw cutting as shown or needed to make a smooth transition between new and existing pavement or concrete transitions.
12. This contractor responsible for milling of existing pavements as indicated on drawings.
13. Note site protection and site removal key, this contractor is responsible for protections and removals of all items noted on site plans.
14. This contractor is responsible for locating all existing public and private utilities within site work limits.
15. This contractor is responsible for SESC measures as called out on plan. Including, acquiring SESC permitting and facilitating inspections and/or repairs as noted by authority having jurisdiction.
16. Implement and maintain all BMP's deemed necessary by either the Certified Storm Water Operator or the Agency responsible for jurisdiction of Protection Act 451.
17. Temporary tree protection measures as required.
18. Maintain and control grades to facilitate the run-off of site surface water.
19. Supply and maintain barricading as required for the work of this contractor.
20. Responsible to follow the most stringent requirements between the architectural specifications and those listed in the recommendations of the geotechnical report.
21. Coordination with Concrete contractor in relation to placement of their work.
22. Coordination with playground equipment installations. Coordination required between underdrain and equipment foundations.
23. This contractor responsible for subgrade, aggregate fill and underdrain per details at playground areas.
24. This contractor is responsible to clean and inspect drains (typ.) as noted.

25. This contractor to hold \$35,000 allowance to be used specifically for temporary site protections, matting, etc. at playground site access. See site logistics plan. Allowance to also be used for landscaping and site restoration/seeding at areas of disturbance. Allowance to be shown as a separate line item on AIA G703. This contractor may not use allowance without prior authorization from the Owner and CM and shall return any unused allowance to Owner via deductive change order

**Exclude:**

1. Testing will be provided for and paid for by the Owner.
2. Excavation and backfill mechanical and electrical trades.

**BID CATEGORY NO. 2 - ASPHALT PAVEMENTS**

**Include:**

1. Complete paving and related work as specified and noted below:

Division 01	General Requirements (As it pertains to this contractors' work)
32 1216	Asphalt Paving

2. Fine grading of gravel subbase. The subbase will be brought to within +/- 0.05 foot of required final grade by the sitework contractor. Additional gravel or removal of excess gravel required to maintain final grade is this contractor's responsibility.
3. Obtain the services of a registered surveyor to provide grade stakes prior to fine grading and prior to the placement of asphalt. Any discrepancies of grades or structures must be reported to the Construction Manager prior to placing asphalt.
4. Responsible for keeping public roads, adjacent surfaces and sidewalks clean of construction traffic dirt, debris, and asphalt spillage.
5. This contractor to hold \$2,500 allowance to be used specifically for pavement painting and striping. i.e. playground striping, and lot striping. Allowance to be shown as a separate line item on AIA G703. This contractor may not use allowance without prior authorization from the Owner and CM and shall return any unused allowance to Owner via deductive change order

**Exclude:**

1. Testing will be provided by the Owner.

**BID CATEGORY NO. 3 – PLAYGROUND EQUIPMENT AND SURFACING**

**Include:**

1. Complete all playground equipment and surfacing as shown on the drawings and specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
32 1816.15	Playground Equipment
32 1816.13	Playground Protective Surfacing

2. Obtain the services of a registered surveyor to provide grade stakes prior to fine grading and prior to the placement of Rubberized Playground Surface. Any discrepancies of grades or structures must be reported to the Construction Manager prior to placing asphalt.
3. Protect adjacent surfaces and finishes. Cleaning of surfaces of excess surfacing materials and or paint is this contractor's responsibility.

4. Coordination with Earthwork contractor for placement of playground equipment foundations to not interfere with playground underdrain.
5. Coordination with Earthwork and Concrete Contractor for placement of grades and walks within playground areas.
6. This contractor is responsible for all playground surfacing, including but not limited to rubberized surfacing, mulch, etc.
7. Ensure all surfaces are clean and free of cracks, and damage prior to placing new surfacing.

**Exclude:**

1. Testing will be provided for and paid for by the Owner.
2. Concrete Sidewalks and Fencing by others

**BID CATEGORY NO. 4- FENCING**

**Include:**

1. Complete the fencing and gate work as shown on the drawings and specified in
 

Division 01	General Requirements (As it pertains to this contractors' work)
32 3113	Chain Link Fences and Gates
2. Obtain the services of a registered surveyor to provide grade stakes prior to the placement of fencing and gates. Any discrepancies of grades or structures must be reported to the Construction Manager prior to placing fencing.
3. This contractor is responsible for providing and installing chain-link fencing and associated gates as noted around SE playground area. Coordinate with Earthwork, Concrete and Playground Equipment.
4. Note: Alternate No. 2 Fencing at NW Corner of Site. Base bid to included fencing at playground per note above.

**Exclude:**

1. Concrete maintenance strip. Concrete by bid Category 5.

**BID CATEGORY NO. 5 - CONCRETE**

**Include:**

1. Complete concrete and related work as shown on the drawings and as specified in the following sections:
 

Division 01	General Requirements (As it pertains to this contractors' work)
03 1000	Concrete Forming and Accessories
03 2000	Concrete Reinforcing
03 3000	Cast-in-Place Concrete
32 1313	Concrete Paving
32 1373	Concrete Paving Joint Sealants
2. Fine grading and compacting for slabs on grade. The Sitework contractor will establish subgrade +/- 0.05 foot. Additional sand or removal of excess sand required to maintain final grade is this contractor's responsibility.
3. Obtain the services of a registered surveyor to provide grade stakes prior to fine grading and prior to the placement of concrete. Any discrepancies of grades or structures must be reported to the Construction Manager prior to placing concrete.
4. Foundations as shown on plans to support new construction
5. Reinforcing steel, as shown.
6. Install embedded items supplied by others.

7. This contractor is responsible for removal and management of concrete wash out. i.e., provide wash-out dumpsters with liner for removal of excess concrete from site.
8. Necessary heat and weather protection for the completion of this contractor's work.
9. All necessary surveying and staking for this contractor's work. The C.M. will supply building control points and establish a benchmark.
10. This contractor is responsible for site related concrete, walks, curbs, pavements etc.
11. All interior concrete at existing spaces including foundations, floor slabs, etc. is by this contractor. Reference plans for extent of work within building. Include vapor barrier, dowels, etc. for tying into existing slabs, walls, etc.
12. Any additional sand or removal of existing sand to maintain interior slab on grade elevation is this contractor's responsibility. Include compaction of subbase prior to installation of new slabs on grade.
13. Vapor barrier at all building slabs on-grade.
14. Include base bid concrete maintenance strip quantity on sheet C-104 and concrete detail shown on 7/C-501.
15. Note: Unit Price No. 1 in specifications and on Bid Form. Include costs for placement of concrete.
16. Note Alternate No. 2 – Concrete maintenance strip at fencing alternate.

**Exclude:**

1. Testing will be provided by the Owner

**BID CATEGORY NO. 6 - METALS**

**Include:**

1. Complete the steel fabrication work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
05 5000	Metal Fabrications

2. Take field measurements, onsite surveys and inspections required for the ordering and/or installations of items provided under their scope of work.
3. Applicable fees, permits, inspections, etc. as required for the completion of the work in this bid category.
4. Furnish and erect all structural steel, joists, decks and metal fabrications.
5. Necessary shoring and support for steel erection.
6. Coordinate installations integral with cold formed steel framing provided and installed by LPDA
7. Markings on steel shall be placed on areas of the member which are concealed or shall be removed completely prior to finish painting.
8. Furnish and install all steel required for deck supports as noted in plans.
9. Provide for holes in steel members that require subsequent installations of blocking.
10. Hangers or similar attachments.

**Exclude:**

1. Testing will be provided by and paid for by the Owner.

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**BID CATEGORY NO. 7 - GENERAL TRADES**

**Include:**

1. Complete general work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractor's work)
02 4119	Selective Demolition
06 1000	Rough Carpentry
06 4023	Interior Architectural Woodwork
08 1113	Hollow Metal Doors & Frames
08 7100	Door Hardware
08 8000	Glazing
10 1100	Visual Display Units
10 2600	Wall and Door Protection
10 2800	Toilet, Bath & Laundry Accessories
10 1423.16	Room-Identification Panel Signage
10 5123	Plastic-Laminate-Clad Lockers
12 3216	Manufactured Plastic-Laminae-Clad-Casework
12 3623.13	Plastic-Laminate-Clad Countertops

2. Schedule, take delivery, inventory, store and install all items above. Provide a list of material received each day to the Construction Manager's Superintendent.
3. Coordination with the supplier(s) of steel frames and finish hardware.
4. Take field measurements, onsite surveys and inspections required for the ordering and/or installations of items provided under their scope of work.
5. Multiple deliveries may be required. Coordinate with the project schedule.
6. Provide temporary keying system during construction.
7. Coordinate/verify door undercuts at tile floors.
8. Furnish and erect all blocking shown on drawings or as specified in Miscellaneous Carpentry. Include all blocking not shown but incidental to your scope of work.
9. Batt insulations not in partitions/walls.
10. See General Comment re: Access Doors. Furnish and Install Access doors as shown and quantified in documents.
11. See General Comment re: Demolition.
12. This contractor performs all architectural and structural demo as noted on plans. Any required shoring required for removals is this contractor's responsibility. Provide engineered shoring plan and demo survey per MIOSHA requirements
13. Include saw-cutting and removals of interior concrete as quantified on demo plans. Coordinate final locations with contractors requiring removals for underground work.
14. Remove locker concrete bases and grind concrete surface to match adjacent surfaces.
15. Wood blocking as required for the installation of casework and lockers not shown on drawings.
16. Furnish and install all shimming needed for uniform installation.
17. Include any edge banding or finish panels needed but not shown
18. Protect all tops of casework with cardboard or similar. Secure in manner to not harm finish on top. Keep in place during construction. Remove as directed by CM.
19. Include cutting in of sinks at areas shown. Coordinate sinks sizes with Plumbing contractor.
20. Include joint sealants at this contractor's work. i.e., backsplash to countertops, joints etc. Joint Sealants at dissimilar materials by others.
21. Solid surfacing, sills etc. as called on plans is this contractor's responsibility.

22. This contractor to furnish and install all casework and custom millwork as shown on plans, including associated countertop brackets, and supports as shown.
23. Furnish and install wall protections, corner guards, etc. as shown on documents.
24. Install accessories and equipment noted as provided by owner and contractor installed.
25. Include furnishing and installation of all signage as called out on plans and as specified.
26. Note: Unit Price No. 1 in specifications and on Bid Form. Include costs for saw cutting and removal of concrete slabs on grade.

**Exclude:**

1. N/A

**BID CATEGORY NO. 8 - JOINT SEALANTS**

**Include:**

1. Complete moisture protection work shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
07 9200	Joint Sealants

2. Acoustical sealants at items built into wall construction (i.e. door frames). Acoustical sealant being an integral part of wall construction (i.e. top of wall) shall be by others.
3. All sealants required at dissimilar materials. i.e. millwork or casework to walls.

**Exclude:**

1. Fire resistant joint sealers.
2. Joint sealants at exposed concrete slabs.
3. Joint sealants at the perimeter of aluminum windows, curtainwalls and storefront systems.

**BID CATEGORY NO. 9 - LATH, PLASTER, DRYWALL AND ACOUSTICAL**

**Include:**

1. Complete finish and other work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
05 4000	Cold Formed Metal Framing
09 2216	Non-Structural Metal Framing
09 2900	Gypsum Board
09 5113	Acoustical Panel Ceilings

2. Fire safeing, fire resistant caulking, sound attenuation blankets and acoustical sealants being an integral part of the wall system, where shown.
3. All rigid insulation not in composite masonry walls, at foundation walls or part of roofing systems.
4. See General Comment re: Access Doors
5. All sound and batt insulation, except that installed in curtainwall or storefront frame.
6. Sound sealants.
7. Coordinate with Structural Steel Framing for install of Cold Formed Metal Systems
8. Note: Unit Price No. 2 in specifications and on Bid Form. Costs for salvaging ACT ceilings.

**Exclude:**

1. Fire-resistant joint sealers and firestopping at through-wall penetrations required for other contractors installations.

2. Acoustical sealants at built-in items (i.e. door frames) shall be by others.
3. Fire protection heads shall be cut-in by the fire protection contractor.

**BID CATEGORY NO. 10 - FLOORING**

**Include:**

1. Complete flooring and wall tile as shown in the drawings and as specified in the following sections:

09 3013	Ceramic Tiling
09 6513	Resilient Base and Accessories
09 6816	Sheet Carpeting

2. Full Preparation of floor and wall surfaces such as grinding, patching, to fully remove mastic, latexing, latence, scum and paint removal, etc.
3. Include grinding and preparation of floors as noted after removals by demolition contractor.
4. Final cleaning of carpet and tile surfaces.
5. Required reducer and transition strips and base at all areas noted on plans regardless of where the transition takes place. Reference finish plans.
6. Caulking of control joints in tile surfaces.
7. All tile work as shown on plans. Included, ceramic wall tile, porcelain floor tile, quarry tile, etc..
8. All rubber base as noted on plans.

**BID CATEGORY NO. 11 - PAINTING**

**Include:**

1. Complete finish work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
09 9124	Interior Painting (MPI Standards)
09 9301	Staining and Transparent Finishing (MPI Standards)

2. Painting of exposed mechanical, fire protection, and electrical piping and equipment.
3. Final touch-up.
4. Finishing of running wood trim and paneling veneers, including filling of nail holes.
5. This contractor stains and seals all wood benches, paneling, trims etc. as shown on plans and in specifications-
6. Include stenciling above ceilings for all rated wall significations at multiple locations and as required and shown on code compliance plans.
7. Note: Unit Price No.3 in specifications and on Bid Form.

**Exclude:**

1. Wood doors are prefinished.

**BID CATEGORY NO. 12 – FIRE PROTECTION**

**Include:**

1. Complete fire protection and related work as shown on the drawings and as specified as follows:

Division 01	General Requirements (As it pertains to this contractors' work)
21 0500	Common Work Results for Fire Suppression
21 0523	General Duty Valves for Water-Based Fire Suppression Piping

21 0529	Hangers and Supports for Fire-Suppression Piping & Equipment
21 0553	Identification for Fire-Suppression Piping & Equipment
21 1000	Water-Based Fire Suppression Systems

2. Fire resistant joint sealers as specified in Section 07 8413 for all fire protection associated penetrations.
3. Access doors required but not shown, for access to fire protection systems.
4. Housekeeping and/or equipment pads required for the installation of this contractor's equipment, whether or not they are indicated on the drawings.
5. Applicable fees, permits, inspections, etc. as required for the completion of the work in this bid category.
6. Cutting of penetrations through architectural elements (i.e. ceiling pads) required to facilitate the installation of fire protection system(s).
7. Coordination and supervision of electrical connection to control and alarm panels furnished by this contractor.
8. Protect sprinklers from damage during construction.
9. See General Comments re: Access Doors.
10. See General Comments re: Food Service Equipment.
11. See General Comments re: Fireproofing.

#### **BID CATEGORY NO. 13- DDC CONTROL SYSTEM**

##### **Include:**

1. Complete Direct Digital Control systems and related work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
23 0923	Direct Digital Control (DDC) System for HVAC
23 0923.11	Control Valves
23 0923.12	Control Dampers
23 0923.14	Flow Instruments
23 0923.16	Gas Instruments
23 0923.19	Moisture Instruments
23 0923.23	Pressure Instruments
23 0923.27	Temperature Instruments
23 0993	Sequence of Operations for HVAC Controls DDC
26 2923	Variable Frequency Drive Motors

1. Motorized dampers.
2. Coordinate with electrical rough-ins.
3. Coordinate with related mechanical system installations.
4. Fire resistant joint sealers as specified in Section 07 8413 for all fire protection associated penetrations.
5. Supply and install all low voltage wiring required for your work. Electrical Contractor to provide power to units as shown on electrical plans.
6. Include T-Stat Rough In boxes and associated conduits
7. Any conduits and raceways required for your work.
8. See General Comment re: Access Doors
9. Applicable fees, permits, inspections, etc. as required for the completion of the work in this bid category. Note: this is a phased project. Multiple permits required per phasing.
10. DDC Controls to Furnish VFD's. Mechanical contractor to install. Electrical contractor to provide power and final hook-up. DDC to provide controls.
11. See General Comments re: fireproofing.

12. Note: Alternates No. 1 and Alternate No. 3

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**BID CATEGORY NO. 14 - MECHANICAL/PLUMBING**

**Include:**

1. Complete plumbing, mechanical and related work as shown on the drawings and as specified in Plumbing Division 22 & HVAC Division 23, and as noted below.
2. Division 01 General Requirements (As it pertains to this contractor's work)
3. Take field measurements, onsite surveys and inspections required for the ordering and/or installations of items provided under their scope of work.
4. Wall louvers.
5. Fire resistant joint sealers as specified in Section 07 8413 for all fire protection associated penetrations.
6. See General Comment re: Access Doors
7. Blocking required for mechanical installations such as roof curbs.
8. Provide and install (using qualified trades) all lintels required but not shown.
9. Prefabricated curbs, equipment supports and all blocking required for mechanical installations.
10. Provide barricades for your work.
11. Temporary heating system(s)
12. Housekeeping and/or equipment pads required for the installation of this contractor's equipment, whether or not they are indicated on the drawings.
13. Applicable fees, permits, inspections, etc. as required for the completion of the work in this bid category.
14. Metal support framing specifically required for support of mechanical systems.
15. Coordinate with Demo contractor locations of concrete saw cutting and removals for underground plumbing.
16. Interior underground plumbing: digging, excavation, grading, compaction, hole protection, etc., after underground plumbing work is complete, including addition or removal of excess soils to maintain appropriate fill below slabs on grade, is this contractor's responsibility. Until concrete is replaced, excavations need to be protected for anything below finished floor elevation.
17. This contractor to furnish and install, using qualified trades structural supports required for roof mounted duct work and equipment. See details on mechanical.
18. DDC Controls to Furnish VFD's. This contractor to install. Electrical contractor to provide power and final hook-up. DDC to provide controls.
19. Provide Mechanical and Plumbing Equipment Start-ups including owner training and coordination with BMS/DDC controls.
20. Install motorized dampers shown on plans to be furnished by DDC controls. Install other control items including valves, etc. as provided by DDC Controls contractor.
21. This contractor to provide demolition and removal of mechanical and plumbing equipment, piping, etc. to make safe for building demolition and/or to make ready for new construction.
22. See General Comments re: Demolition
23. See General Comments re: fireproofing.
24. Note: Alternates No. 1 and Alternate No. 3

**Exclude:**

1. DDC Control Systems per Sections 23 0900 and 23 0993.
2. Fire Protection per Division 21
3. Testing, Balancing and Commissioning.
4. VFD's provided by DDC Controls, Electrical to provide Power

**BID CATEGORY NO. 15 - TESTING and BALANCING**

**Include:**

1. Complete testing and balancing of systems and related work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
23 0593	Testing, Adjusting and Balancing for HVAC

2. A minimum of two site visits to complete a pre-functional checklist of all equipment as shown on Mechanical and Electrical drawings. Requirements include submission of written checklist to the Construction Manager.
3. Prior to construction this contractor tests and balance the entire HVAC and Hydronic systems.
4. Sample Documentation with the bid.
5. Coordination with HVAC, Plumbing and DDC Controls contractor for completion of TAB
6. Note: Alternates No. 1 and Alternate No. 3

**BID CATEGORY NO. 16- COMMISSIONING**

**Include:**

1. Complete commissioning of systems and related work as shown on the drawings and as specified in the following sections:

Division 01	General Requirements (As it pertains to this contractors' work)
22 0800	Commissioning of Plumbing Systems
23 0800	Commissioning of HVAC Systems

2. A minimum of two site visits to complete a pre-functional checklist of all equipment as shown on Mechanical and Electrical drawings. Requirements include submission of written checklist to the Construction Manager.
3. Sample Documentation with the bid.
4. Coordination with MEP contractors for the Commissioning of Systems.
5. Note: Alternates No. 1 and Alternate No. 3

**BID CATEGORY NO. 17 - ELECTRICAL**

**Include:**

1. Complete electrical and related work as shown on the drawings and as specified as follows:

Division 01	General Requirements (As it pertains to this contractors' work)
Division 26	Electrical
27 0500	Common Work Results for Communications

2. Temporary electrical system(s). Remove upon the direction of the Construction Manager.
3. Technology and communications related (voice, data, video, etc.) boxes, raceways and pull wires as required by the documents. Coordinate with appropriate contractor(s).
4. Fire resistant joint sealers as specified in Section 07 8413 for all fire protection associated penetrations.
5. Take field measurements, onsite surveys and inspections required for the ordering and/or installations of items provided under their scope of work.
6. See General Comment re: Access Doors.
7. Applicable fees, permits, inspections, etc. as required for the completion of the work in this bid category.

8. Third party Lighting Control Commissioning as required for permitting.
9. Furnish and install electrical sleeves.
10. Final hook-up of mechanical equipment.
11. Install power supplies for electric strikes.
12. Housekeeping and/or equipment pads required for the installation of this contractor's equipment, whether or not they are indicated on the drawings.
13. Demolition of and removal of electrical systems required to facilitate new construction and/or remodeling. It is this contractor's responsibility to survey existing conditions to determine the extent that this affects this scope of work.
14. Light pole bases. See Electrical Site Plans for notes on salvaging and relocating existing light poles.
15. This contractor is responsible for Theatrical Lighting per plans and specifications. Including demo and salvaging of existing systems as noted.
16. Metal support framing is specifically required for support of electrical systems.
17. See General Comments re: fireproofing.
18. See General Comments re: Demolition
19. Note Electrical Items as required for FSE installations and Equipment.
20. Note: Alternates No. 1 and Alternate No. 3
21. This contractor to hold \$15,000 allowance to be used specifically for Communications, A/V, Access Controls and Security. Allowance to be shown as a separate line item on AIA G703. This contractor may not use allowance without prior authorization from the Owner and CM and shall return any unused allowance to Owner via deductive change order

**Exclude:**

1. VFD's provided by DDC Controls, Electrical to provide Power
- 

**GENERAL COMMENTS**

Support for Building Systems/Components:

1. Any component of the building construction that requires support and/or blocking that is not shown in the Documents shall be provided by the contractor that is responsible for the installation of the component.

Access Doors:

1. The responsibility for access doors shall be as follows: the general trade's contractor shall furnish all access doors that are shown on the Documents to be installed by the masonry contractor in masonry partitions and by the LPDA contractor in drywall partitions, drywall ceilings or acoustical ceilings. Any access door that is not shown in the Documents, but that are required by the plumbing, fire protection, HVAC or electrical contractor, shall be provided by the contractor that requires the access door. The door shall be furnished to the masonry contractor for the installation into masonry partitions and to the LPDA contractor for installation into drywall partitions, drywall ceilings or acoustical ceilings.

Fireproofing:

1. The LPDA contractor shall include in the base bid return trips to touch-up all spray fireproofing that may be disturbed by other trades during the installation of their work. However, any unreasonable destruction of the fireproofing by the trade contractors will not be considered touch-up and the cost of repairing these areas shall be the responsibility of the contractor causing damage (backcharge).

Demolition:

1. Dumpsters provided by the Construction Manager for use during construction shall not be available for the disposal of the following items: debris resulting from architectural, structural, mechanical, or electrical demolition operations; site-related materials; paint products, hazardous materials. Contractors generating such materials shall provide dumpsters for them and legally dispose of them off site.
2. Unless specifically noted otherwise the division of demolition work shall be as follows: sitework contractor – site demolition; general trades contractor – architectural and structural demolition; mechanical/plumbing contractor – HVAC and plumbing demolition; fire protection contractor – fire protection demolition; electrical contractor – electrical demolition.
3. Demolition shown on the demolition plans is the responsibility of the Demolition / General Trades Contractor. Patching items because of demolition shown on the Demolition plans is the responsibility of the contractor who is responsible for similar elements throughout the building.
4. Demolition (and related patching) needed but not shown on the demolition plan is the responsibility of the contractor requiring it.

General Safety:

1. Your Firm, all employees, subcontractors, and material suppliers onsite will comply with Owen-Ames-Kimball Co.'s Safety Policy and Requirements, INCLUDING BUT NOT LIMITED TO THESE HIGHLIGHTED ITEMS:
  - a. Hard hats are required.
  - b. Contractor safety manuals/books will be kept on-site.
  - c. Contractors must provide their own first aid and fire protection equipment.
  - d. Contractors are responsible for providing the necessary barricades for their work.
  - e. Contractors are responsible for their own fall protection.
  - f. Contractors must comply with the "Right to Know" law.
  - g. Contractors must comply with O.A.K.'s substance abuse policy.
  - h. No Smoking, Tobacco, or E-Cigarettes on School Property.
  - i. A designated competent/qualified person shall be required to be on site for the following but not limited to structural demolition, scaffolding, fall protection & excavations.
  - j. Contractors shall furnish a written job specific Silica Exposure Plan per MiOSHA requirements.
  - k. Contractors required to work in a masonry restricted zone must have proper training.
2. Owen-Ames-Kimball Co. Safety Manual can be viewed in its entirety here:  
<https://tinyurl.com/34zxyj49>

**End of Instruction Bidders**



## **STATEMENT OF PARTICIPATION**

*Owen-Ames-Kimball Co. strives to recognize and represent the community in which you reside and serve through continuous efforts to encourage local participation and inclusive practices on all our construction projects.*

*Owen-Ames-Kimball Co. encourages local participation. We believe we have a responsibility to support the growth of the businesses within the community in which the project resides.*

*Owen-Ames-Kimball Co. practices inclusion. These inclusive practices are established within our organization and in our business endeavors, and strongly promoted on our jobsites. We encourage all of our subcontractors to implement inclusive practices within their organizations and through partnering efforts on our projects.*



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)  
ISSUE DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AGENT'S NAME AGENT'S ADDRESS	<b>CONTACT</b> AGENCY CONTACT INFORMATION NAME: PHONE (A/C, No, Ext):      FAX (A/C, No): E-MAIL ADDRESS:  <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : CARRIER NAME</td> <td></td> </tr> <tr> <td>INSURER B : CARRIER NAME</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : CARRIER NAME		INSURER B : CARRIER NAME		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															
<b>INSURED</b> SUBCONTRACTOR'S NAME SUBCONTRACTOR'S ADDRESS															

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
X	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	X	POLICY NUMBER	EFF DATE	EXP DATE	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
X	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	POLICY NUMBER	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
X	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$	X	X	POLICY NUMBER	EFF DATE	EXP DATE	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
X	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	POLICY NUMBER	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 RE: Project Name  
 Owen-Ames-Kimball Co., Owner and Architect, along with their respective officers, agents and employees are named as additional insureds for the auto liability and general liability on a primary and non-contributory basis for ongoing and completed operations per CG2010 07/04 and CG2037 07/04 attached. A waiver of subrogation applies in favor of additional insureds for the general liability, auto liability and workers' comp. Umbrella is following form. A 30-day notice of cancellation or change in coverage will be provided to Owen-Ames-Kimball Co.

<b>CERTIFICATE HOLDER</b>  Owen-Ames-Kimball Co. 126 Ottawa Ave NW, Suite 600 Grand Rapids, MI 49503	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  AGENT'S SIGNATURE
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POLICY NUMBER: SAMPLE

COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Owen-Ames-Kimball Co., Owner and Architect along with their respective officers, agents, employees	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



POLICY NUMBER: SAMPLE

**COMMERCIAL GENERAL LIABILITY**  
CG 20 37 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Owen Ames Kimball Co., Owner and Architect along with their respective officers, agents and employees	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location

designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

SUBMIT IN TRIPLICATE

**BID FORM**

BID TO: Grand Rapids Public Schols  
1331 M.L.K Jr St. SE  
Grand Rapids, MI 49506

BID FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: Alger School Renovations

Ladies & Gentleman:

The undersigned, having familiarized themselves with the local conditions affecting the cost of the Work and having examined the site, and Bidding Documents prepared by C2ae, 50 Louis St. NW, Suite 200, Grand Rapids, MI 49503, hereby propose to furnish all labor, material, equipment, taxes and services required for the proper completion of each of the following categories for this Project, including all addenda issued thereto, for the sum of:

Bid Category No. \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_),  
Said amount constituting the Base Bid.

**COST OF BONDS:** Bid sum does **NOT** include cost of furnishing a Performance Bond and Labor and a Material Payment Bond. The cost to provide Performance Bond and Labor and a Material Payment Bond is:

Add: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**TAXES:** Bid sum includes all applicable taxes, including Michigan Sales Tax. Confirm that your company can pay Michigan Sales and Use Tax:  Yes  No

**ALLOWANCES:** Base bid includes applicable allowance cost(s) as set forth in Section 01020 of the General Requirements and as identified in the Instruction to Bidders Bid Category Descriptions.

**ACKNOWLEDGEMENT OF ADDENDA**

The following addenda have been received, are hereby acknowledged, and their execution is included in the above Base Bid:

Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_

SUBMIT IN TRIPLICATE

**ALTERNATES**

Base bid amount may be increased or decreased in accordance with each of the following alternate bids as may be selected, following the procedures stated in the Instruction to Bidders. **Any applicable bonding cost should be included with the Alternate pricing.** Refer to Section 01030.

Alternate No. 1: VAV Box Replacement

Add: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Alternate No. 2: Chain-Link Fence

Add: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Alternate No. 3: Heating Hot Water Controls Replacement

Add: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**VOLUNTARY ALTERNATES** (Identify in detail on appropriate attachment any Voluntary Alternates shown here)

A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

**BID SECURITY**

Accompanying this Bid, as required by the Instructions to Bidders, is a bid security in the form of (Certified Check/Cashier's Check/Bidder's Bond) in the amount of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_),

payable to the Owner, which it is agreed, shall be retained as liquidated damages, not as a penalty, by the Owner, if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated in the Contract Documents and fails to furnish specified bonds within ten (10) days after date of issuance of Letter of Intent to the undersigned.

If awarded the Contract, the undersigned agrees to commence Work within ten (10) days after date of issuance of Notice of Pending Award, which shall be considered as the notice to proceed, and agrees to complete the Work in accordance with the Construction Progress Schedule.

**CONSTRUCTION PROGRESS SCHEDULE**

If awarded this Contract, the undersigned:

Endorses the Construction Progress Schedule: \_\_\_\_\_

Amends the Construction Progress Schedule as follows:

**INSURANCE AND ENDORSEMENTS REQUIREMENTS:**

**(Samples are attached to the Supplement to Instructions to Bidders)**

**Acknowledged By:** \_\_\_\_\_

SUBMIT IN TRIPLICATE

**UNIT PRICING**

Contractors are to indicate the following unit prices in their proposals. Adjustments to Contracts will be made once actual units have been determined. Unit prices shall include all costs, including profit and overhead.

Unit Price No. 1: Cutting & Patching of Concrete Slabs-On-Grade:

- 1. Description: Unit price for the removal and replacement of concrete slabs-on-grade up to 6" thick. Include removal, and excavation as required.
- 2. Unit of Measurement: Square feet of concrete removed

\$\_\_\_\_\_ per square Foot

Unit Price No. 2: Selective Ceiling Salvage and Reinstallation

- 1. Description: Unit price for the removal of reinstallation of ACP ceilings for above ceiling mechanical work.
- 2. Unit of Measurement: Square feet of ceiling

\$\_\_\_\_\_ per square foot

Unit Price No. 3: Interior Painting:

- 1. Description: Unit price for additional painting
- 2. Unit of Measurement: Square feet of surface

\$\_\_\_\_\_ per square Foot

**UNIT LABOR RATES**

The undersigned further proposes and agrees that should the amount of work required be increased or decreased where unit prices have not been established, the following labor rates will be the basis for any change order proposal. Labor rates are to include all direct costs without mark-up as defined in Article 7.3 of the General Conditions. Prior to contract award, if requested by the Construction Manager, the successful bidder shall provide documentation substantiating the proposed labor rates.

Job Classification	Hourly Rate	Benefits	Employer's Liability	Payroll Taxes	Total

SUBMIT IN TRIPLICATE

**FEES FOR ADDITIONAL WORK**

1. There will be a fee of 10% applied to the total cost of materials purchased and work completed by a contractor's own forces. This percentage represents both overhead and profit.
2. There will be a fee of 5% applied to the total cost of work completed by a subcontractor. This percentage represents both overhead and profit.

**CREDIT FOR WORK DELETED**

Should any work be deleted from Contract by order of the Owner, full cost savings realized thereby will be credited to Owner.

**FAMILIAL DISCLOSURE**

See Page 6 of this Bid Form for required statement.

**AFFIDAVIT OF COMPLIANCE**

See Page 7 of this Bid Form for required statement.

**GRPS CRIMINAL BACKGROUND AFFIDAVIT**

Must be attached to the bid form to be accepted. Check the box for confirmation that it is attached.

Attached

**GRPS DEBARMENT FORM**

Must be attached to the bid form to be accepted. Check the box for confirmation that it is attached.

Attached

**GRPS POLICY 3670 LOCAL CONTRACTING**

Must be attached to the bid form to be accepted. Check the box for confirmation that it is attached.

Attached/Acknowledged

**NON-COLLUSIVE**

Must be attached to the bid form to be accepted. Check the box for confirmation that it is attached.

Attached

**SAFETY SUPPLEMENT FORM**

The apparent low bidder(s) will be required to complete this form and submit to the project manager no later than (3) days after the bid opening or at the time of the post bid interview. Based on the information supplied Owen-Ames-Kimball Co. may require further safety measures at no additional cost prior to award if warranted.

SUBMIT IN TRIPLICATE

**AGREEMENT**

The undersigned agree(s) to provide the post-bid information required within (10) days after notification of the Notice of Award and to execute an agreement for work covered by this Proposal on Construction Manager’s standard Subcontract form/AIA Document A132-2019, *Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum*.

In submitting this bid, it is understood that the Owner reserves the right to reject any or all bids. It is further agreed that this bid is binding for a period of sixty (60) days from the opening thereof.

Respectfully submitted,

Date \_\_\_\_\_, 2026

Firm Name \_\_\_\_\_

By \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Official Address \_\_\_\_\_

(If a corporation, affix seal)

Telephone No. (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_

E-Mail Address \_\_\_\_\_

**Contact Information if there are questions about bid:**

Name: \_\_\_\_\_

Direct or Mobile Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

SUBMIT IN TRIPLICATE

Familial Disclosure Statement  
***(Must be completed for bid to be considered)***

In accordance with Section 1267 of the Revised School Code this bid must be accompanied by a sworn and notarized statement disclosing any familial relationship between the Owner or any employee of the Bidder and any member of the District's Board of Education or Superintendent of the District.

\_\_\_ No, there is not a familial relationship between the Owner or any employee of the Bidder and any member of the District's Board of Education or Superintendent of the District.

\_\_\_ Yes, there is a familial relationship between the Owner or an employee of the Bidder and a member of the District's Board of Education or Superintendent of the District. The person(s) and relationship are as follows:

<b><i>Owner/Employee Name</i></b>	<b><i>BOE member or Superintendent Name</i></b>	<b><i>Familial Relationship</i></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contractor: \_\_\_\_\_  
(Name of Contractor)

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

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

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

County of: \_\_\_\_\_ State of: \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2026,

by, \_\_\_\_\_, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

SUBMIT IN TRIPLICATE

Affidavit of Compliance – Iran Economics Sanctions Act  
***(Must be completed for bid to be considered)***

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized office of the below-named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Grand Rapids Public Schools ("the School District") Request for Proposals For Alger School Renovations ("the RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors, employees) is not an "Iran linked business" within the meaning of the Iran Economics Sanctions Act, Michigan Public Act No.517 of 2012 ("the Act"), and that in the event Contractor will not become an "Iran linked business" at any time during the course of performing any services under this contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's Investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date determined that the person had submitted the false certification.

Contractor:

\_\_\_\_\_

(Name of Contractor)

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

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

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

County of: \_\_\_\_\_ State of: \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2026,

by, \_\_\_\_\_, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_



## DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

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Exceptions will not necessarily result in denial or award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

**Notes:** *Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this document on the signature portion thereof shall also constitute signature of this Certification.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

## **GRPS Policy 3670 – Local Construction Contracting**

The District provides a preference (bid discount) in construction contracts from local vendors, providing the quality and service are commensurate with the requirements set forth by the District as to satisfy the demands of the bid or proposal. Bids, or proposals when bids are not required, shall be accepted from non-local vendors in order to maintain a fair market price.

In determining the qualification for a Local Purchasing Preference for purposes of this policy, vendors must have obtained the Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management and Budget as well as meet one of the following criteria:

- a. For at least the last six months had its primary business operations located within the municipality boundaries of the City of Grand Rapids, Michigan (Grand Rapids).
- b. Be certified by the City of Grand Rapids, as a Micro-Local Business Enterprise and have its primary business operations within the municipality boundaries of the City of Grand Rapids.

A successful recipient of a contract and/or purchase order which has received a Local Purchasing Preference may be required to present proof of its status as a Michigan Based Business and documentation of its location within the City of Grand Rapids at any time upon request from an authorized District official. Failure to provide the requested information or failure to maintain business operations with the city of Grand Rapids for the duration of the contract will make the contract voidable at the District's discretion and will result in disqualification from future consideration of a Local Purchasing Preference for a period of five years unless excused by the Superintendent or Designee.

Deleted: discretion, and

Preference will be provided on the following basis:

- a. Constructor Participation: Grand Rapids Public Schools will provide up to a 5% bid discount to prime contractors and/or construction managers who satisfy the criteria set forth for consideration as a Local Vendor.
- b. Subcontractor Participation: Construction bids for non-local vendors may be discounted when a bidder on a Grand Rapids Public Schools' project voluntarily subcontracts with businesses meeting Local Vendor Criteria. Prime contractors and/or construction managers must submit affidavit(s) verifying Local Vendor subcontractor participation.

Prime contractors and/or construction managers must require Local Vendor certification documentation to be submitted by each subcontract bidder with their sealed bid. The District at its discretion can request additional documentation for verification of the qualification of any Local Vendor subcontractor participating in a construction project. The following is a schedule of discounted percentages based upon Local Vendor subcontractor participation achieved by the prime Constructor:

	<u>LV Subcontractor Participation</u>	<u>Discount Percentage</u>
i.	1.00% – 2.5%	1.0%
ii.	2.51% – 5.0%	1.5%
iii.	5.01% – 7.5%	2.0%
iv.	7.51% – 10.0%	2.5%
v.	10.01% – 15.0%	3.0%
vi.	15.01% – 18.0%	4.0%
vii.	18.01% +	5.0%

- c. Prime contractors and/or construction managers may not terminate an approved Local Vendor subcontractor working on a Grand Rapids Public Schools construction project, and then perform the work on the terminated subcontract with its own forces or those of another subcontractor, without prior written consent by the Grand Rapids Public Schools Executive Director of Facilities Planning and Management. If a Local Vendor subcontractor fails to complete its work on the contract for any reason, a prime Constructor/construction manager must notify the Grand Rapids Public Schools Executive Director of Facilities Planning and Management and make good faith efforts to find another approved Local Vendor subcontractor to substitute for the original Local Vendor subcontractor. Utilizing good faith efforts, and to the extent reasonable, the prime Constructor/construction manager shall substitute an approved Local Vendor subcontractor to perform the same amount of work under the contract as the Local Vendor subcontractor that was terminated.
- d. Joint Venture Bidding: As an incentive to contractors engaging in activities that stimulate the growth and development of local, small emerging businesses as partners bidding as a joint venture, Grand Rapids Public School will apply up to a 5% bid discount for partnering with a qualified Local Vendor.
- e. The Bid Discounts outlined above may not exceed 5% or \$25,000 per bid, whichever is lower. Project bids from prime contractors and/or construction managers are considered a single bid for purposes of the Bid Discount consideration.

Grand Rapids Public Schools, Board of Education Members and employees are prohibited from having any financial interest or personal beneficial interest either directly or indirectly, in the award of any construction contracts, sub-contracts, or the recommendation/selection of any professional design service or construction manager, unless previously disclosed in writing to the Superintendent and approved in writing by the Superintendent.

This policy shall not apply to the extent that it would conflict with any provision of Michigan or federal law, regulation, or constitution. The local preference shall not be applied to purchases of goods and services made with federal funds.

Policy Adopted: March 19, 2012

LEGAL Ref: MCL 380.1267; 380.1274

POLICY Ref: 3660 Bids and Quotation Requirements

3690 Local Purchasing

1900 Contracts and Board Member Disclosure Obligations

**NON-COLLUSIVE AFFIDAVIT**

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being duly sworn, deposes and says that:

1. The proposal has been arrived at by the consultant independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the request for proposals, designed to limit independent bidding or competition; and,

2. The contents of the proposal have not been communicated by the consultant or its employees or agents to any person not an employee or agent of the consultant or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

\_\_\_\_\_

Signature of Consultant

STATE OF \_\_\_\_\_ )  
 )SS.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County \_\_\_\_\_,

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_



**Safety Data Questionnaire Supplement to Bid Form**

The Safety data listed below shall be submitted no later than three (3) days after the bid opening by the apparent low bidder, or as requested by O-A-K for evaluation. Further documentation may be requested as a part of the evaluation process. Information specified below must be current and accurate.

**COMPANY INFORMATION**

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

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

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

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

Name of your Safety and Health Officer responsible for this project: \_\_\_\_\_

Safety Accreditations: \_\_\_\_\_

Length of experience in this role: \_\_\_\_\_

Safety and Health Officer E-mail: \_\_\_\_\_

Safety and Health Officer Phone: \_\_\_\_\_

Does your company have a written procedure to ensure that adequate safety and health program resources, such as budget, equipment, training, and manpower are included in your bid?

YES  NO

Does your company have a written construction safety program? YES  NO

I acknowledge that my company will provide a written **Site-Specific** safety plan? YES  NO

Does your company have a written Accident/Incident Investigation Procedure? YES  NO

Does your company provide training and proper equipment for fall protection as required by MIOSHA?

YES  NO

Does your company have a safety training program? YES  NO

What mandatory training topics have been covered in the past year?

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

What percent of your company's employees have OSHA Training Certification? \_\_\_\_\_ %

Does your company have a written drug and alcohol-free workplace program that includes drug testing? YES

NO



Does your company conduct post-Incident drug and alcohol testing? YES  NO

Has your company ever been removed from a project due to safety concerns within the last 3 years?

YES  NO  *If yes, please briefly explain:*

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Does your company have a written procedure to screen subcontractors based on their past safety performance and history? YES  NO

Explain how you will ensure that subcontractors are following the same safety standards and expectations as your company?

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Please list the PPE that your company will require while on site of all of your company's employees and subcontractors:

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I acknowledge that my Employees, Company, and/or Subcontractors can be removed from the project if safety standards and requirements are not being followed. YES  NO

Has your company received any citations or violations from MIOSHA in the past three (3) years?

YES  NO  *If yes, please list:*

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Has your company received any willful safety violations from MIOSHA in the past five (5) years?

YES  NO

List your company's Workers Compensation Experience Modification Rate for each of the last three (3) years.

20\_\_\_\_\_ 20\_\_\_\_\_ 20\_\_\_\_\_

List the number of man-hours your company worked in each of the last three (3) years.



Building Since 1891

20\_\_\_\_\_ 20\_\_\_\_\_ 20\_\_\_\_\_

List the OSHA recordable injuries your company experienced in each of the last three (3) years.

20\_\_\_\_\_ 20\_\_\_\_\_ 20\_\_\_\_\_

List the Total Recordable Incident Rate (TRIR) your company experienced in each of the last three (3) years.

Calculation: TRIR = (number of OSHA Recordable Incidents) x 200,000 / Total Number of man-hours worked

20\_\_\_\_\_ 20\_\_\_\_\_ 20\_\_\_\_\_

**PROJECT SPECIFIC**

How often will your company perform documented job site safety inspections?

Daily  Weekly  Bi-Weekly  Monthly

Does your company conduct toolbox safety talks or weekly safety huddles? YES  NO

Does your company have a written procedure to ensure that only employees who are qualified by training and experience are allowed to operate equipment, tools, machinery and vehicles? YES  NO

Do you see any potential safety hazards on this project that your company does not have experience with or are concerned about? YES  NO  If yes, please explain:

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

**COMPANY ACKNOWLEDGEMENT**

I certify that my response and the information provided are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in the questionnaire, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this questionnaire may be investigated and I hereby give my full permission for and such investigation and I fully acknowledge that any misrepresentations or omissions in my response and information may cause my bid to be rejected.

Furthermore, I acknowledge that O-A-K may, at no additional cost or increase to the bid, require the contractor to perform additional safety requirements if the above information is deemed incomplete, Insufficient, below industry standard, or not to level of safety commitment expected. This may include but not be limited to additional site safety audits and inspections, full time safety supervisor, etc.

**Bidders full name and entity status:**

\_\_\_\_\_  
Signature  
Authorized Representative of Company

\_\_\_\_\_  
Printed Name  
Authorized Representative of Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

DIVISION I – GENERAL REQUIREMENTS

01010 SUMMARY OF WORK

01010.1 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project consists of Grand Rapids Public Schools – Renovations to Alger School
- B. The Instructions to Bidders, Project Manual, Request for Proposals, dated April 10<sup>th</sup>, 2026, issued by owner, General Conditions AIA A201-2017, General Requirements and Owner-Contractor Agreements, are a part of all divisions and all contract documents. The order of precedence for interpretation shall be the Agreement between Owner and Contractor, RFP, the Instruction to Bidders, the Project Manual, the General Conditions and the Contractor’s Proposal. Execution of the Contract signifies that the Contractors are fully knowledgeable with all requirements of all divisions and documents. No claims for additional compensation will be entertained or paid to any Contractor on account of its failure to be fully informed of all requirements of all Contract Documents.

01010.2 CONTRACTS

- A. Construct the work of each contract under a separate lump-sum/fixed price contract with the Owner. Coordination of the work will be provided as specified herein.
- B. Contractors shall carefully examine all drawings and read all divisions of the specifications and Contract Documents and shall include all Work required of them for a complete project.
- C. Requirements for a specific trade or contract will generally be described in that portion of the Specifications or Drawings related to that trade or contract. Such requirements may, however, be described in other sections of the Contract Documents. Contractors will be held responsible for having carefully examined all drawings and read all divisions of the specifications and all contract documents to avoid omissions or duplications and to ensure a complete job.
- D. Each Contractor is deemed to be fully informed about conditions relating to the construction of the Project and the employment of labor thereon by execution of the Contract. The Contractor will not be relieved of its obligation to furnish all material and labor necessary to carry out the provisions of the Contract.
- E. Any claim by the Contractor of an inability to meet any requirement set forth on the Contract Documents, or that any requirement of these documents is impractical or unreasonable, will not be recognized, unless the claim was made at the time the Contractor’s proposal was submitted, and specific provision is made for such claim in the Contract.
- F. Unless otherwise specified, the Contractor shall supply all labor, supervision, materials, transportation, apparatus, fuel, energy, and tools, necessary for the entire and proper completion of the Work. It shall perform all Work herein described in a workmanlike manner in accordance with the Contract Documents and shall provide everything properly incidental thereto as shown on the drawings, stated in the specifications, or reasonably implied there from.
- G. Each Contractor shall be responsible for its own Work and every part thereof, and all Work of every description used in connection therewith. It shall specifically and distinctly assume all risks of damage or injury from whatever cause to property or persons used or employee on or in connection with his Work, and undertake and promise to indemnify, defend, and hold harmless the Owner, Architect and Construction Manager against all claims rising out and or on account of any such damage or injury.
- H. Each Contractor shall be held responsible for the execution of a satisfactory and complete piece of Work in accordance with the true intent of the drawings and specifications. It shall provide without extra charge all incidental items required as a part of its Work, even though not particularly specified or indicated. If it has good reason for objecting to the use of any material, application or method of construction as shown or specified, it shall make report of such objection to the Construction Manager and obtain proper adjustment before the Contract is executed.

- I. Should any material or workmanship be found defective or in any way contrary to the Contract, it may be rejected by the Owner regardless of its state of completion and same must be remedied or removed by the Contractor at no additional cost or expense to Owner.
- 01010.3 WORK BY OTHERS
- A. Work on the Project which is excluded from this Contract is as follows:
- (1) Materials testing
  - (2) Asbestos abatement
- 01010.4 WORK SEQUENCE
- A. Construct Work in stages to accommodate the Owner's use of the premises during the construction period, as applicable. The Construction Manager shall (1) coordinate detailed sequencing and scheduling with the Owner, and (2) provide overall scheduling and coordination for the entire project. All Bidders shall acknowledge the Construction Manager's right to establish and set up, or subsequently modify, the sequencing and scheduling of all work for the earliest possible completion and benefit to the Owner.
- B. Initial sequencing and scheduling detail are provided in the Construction Manager's Preliminary Project Schedule that is included at the end of these General Requirements/bound with the Documents. This schedule represents the general order and time frames for work to be followed by the Construction Manager. Bidders are to assume that their Work will be coordinated in a manner consistent with industry practice and the efficient coordination of all trades and that are to recognize that the sequence and pace of their work may be dictated by other trades.
- (1) Calendar dates associated with the completion of work of any particular contract are not assured.
  - (2) All Bidders recognize and will accept modifications to the schedule which, in the opinion of the Construction Manager, are reasonable for the general interest of the Project because of allowable time extensions (formally or informally approved) in any contract, and that such modifications are inherent to the construction process and shall not qualify as a basis for extra compensation from the Owner.
  - (3) The Bidder, in submitting a proposal for a particular bid category, agrees to commit the necessary resources to complete the Work activities of the bid category within a period not longer than the planned duration. Work included in a bid category, but not specifically defined by a work activity, is to be accomplished in a reasonable manner in conjunction with other work of the bid category, and in such a way as to avoid complication of or to delay the work of other bid categories.
- 01010.5 CONTRACTOR USE OF PREMISES
- A. Each Contractor shall limit its use of the premises for Work and for storage related specifically to the Work, to allow for Work by other Contractors.
- B. Use of the premises will be coordinated by the Construction Manager.
- C. Each Contractor shall assume complete responsibility for the protection and safekeeping of their products stored on site.
- D. Each Contractor shall move its stored products, which interfere with operation of the Owner or separate Contractor as directed by Construction Manager.
- E. Each Contractor shall obtain and pay for the use of additional storage or Work areas if needed for operations.
- 01010.6 PARTIAL OWNER OCCUPANCY
- A. Each Contractor shall schedule his operations for completion of portions of the Work, as designated in Schedule for the Owner's occupancy prior to substantial completion of the entire work.

- B. Each Contractor shall execute Certificate of Substantial Completion for portions of the work prior to Owner occupancy.
- (1) After Owner's occupancy, each Contractor shall allow:
    - (a) Access for Owner's personnel
    - (b) Access for receiving of Owner's equipment and furnishings
    - (c) Operation of the HVAC and electrical systems
  - (2) Upon occupancy, the Owner will provide:
    - (a) Operation of the HVAC and electrical systems
    - (b) Adjustment of insurance coverage in accordance with General Conditions Article 11, Item 11.3.9.

01020  
1020.1

ALLOWANCES  
SCHEDULE OF ALLOWANCES

- A. Contractors are to include the following allowances in their proposals. Adjustments to Purchase Orders will be made once actual costs have been determined. Unless noted otherwise, return unused materials to the manufacturer or supplier for credit to the Owner, after installation has been completed and accepted. (*Responsible bid category contractor noted in parentheses*)

**(1)** Bid Category No. 1 – Earthwork: \$35,000 allowance to be used specifically for temporary site protections, matting, etc. at playground site access. See site logistics plan. Allowance to also be used for landscaping and site restoration/seeding at areas of disturbance.

**(2)** Bid Category No. 2 – Asphalt Paving: \$2,500 allowance to be used specifically for pavement painting and striping. i.e. playground striping, and lot striping.

**(3)** Bid Category No. 17 - Electrical: \$15,000 allowance to be used specifically for Communications, A/V, Access Controls and Security.

01026  
1026.1

UNIT PRICES  
SCHEDULE OF UNIT PRICES

- A. Contractors are to indicate the following unit prices in their proposals. Adjustments to Contracts will be made once actual units have been determined. Unit prices shall include all costs, including profit and overhead.

**Unit Price No. 1:** Cutting & Patching of Concrete Slabs-On-Grade:

1. Description: Unit price for the removal and replacement of concrete slabs-on-grade up to 6" thick. Include removal, and excavation as required.
2. Unit of Measurement: Square feet of concrete removed

\$\_\_\_\_\_ per square Foot

**Unit Price No. 2:** Selective Ceiling Salvage and Reinstallation

1. Description: Unit price for the removal of reinstallation of ACP ceilings for above ceiling mechanical work.
2. Unit of Measurement: Square feet of ceiling

\$\_\_\_\_\_ per square foot

**Unit Price No. 3:** Interior Painting:

1. Description: Unit price for additional painting
2. Unit of Measurement: Square feet of surface

\$\_\_\_\_\_ per square Foot

01030            ALTERNATES

1030.1           SCHEDULE OF ALTERNATES

- A. Contractors are to indicate the cost associated with the changes in the scope of work proposed by these alternates. The changes may or may not be accepted by the Owner. Refer to the drawings and related specifications for specific information.

**Alternate No. 1:** VAV Box Replacement

Add: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

**Alternate No. 2:** Chain-Link Fence

Add: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

**Alternate No. 3:** Heating Hot Water Controls Replacement

Add: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

01040            PROJECT COORDINATION

01040.1          GENERAL

- A. It shall be the responsibility of the Construction Manager to coordinate and expedite all phases of construction. All separate Contractors shall fully cooperate with the Construction Manager.
- B. Contractors shall assist the Construction Manager in coordinating, scheduling, and timing of construction activities to ensure orderly progress of the Work.
- C. Temporary Omission of Work. If any materials and finish are of such nature that it is necessary to temporarily omit certain portions of Work in order to make final installation, the Contractor whose Work is involved shall omit such parts of this Work or finishes as are necessary until other said Work and/or materials have been installed and shall then return and install such omitted parts of its Work as part of this contract and without additional cost or expense to the Owner.
- D. Equipment and Furnishings
- (1) Copies of equipment specifications and drawings shall be made available to the Construction Manager for determining the amount of Work to be done as described herein.
  - (2) Each Contractor shall receive, inventory, store, and when spaces are acceptable, shall set equipment in the rooms for which it is intended.
    - (a) Arrangements shall be made by Contractor to obtain storage space for equipment and furnishings. This space shall be available to him on or before date of delivery and shall be at his disposal until all the equipment is moved to the building.

- (b) Contractor shall provide the Construction Manager with the name and address of the storage facility and obtain insurance coverage protecting all stored equipment from loss or damage.
  - (c) Contractor shall be responsible for receiving, unloading, and placing into storage all items of equipment shipped by the equipment suppliers.
  - (d) Contractor shall inspect bills of lading for all items of equipment received, shall inspect all equipment, and shall immediately notify the shipping company and the supplier of items damaged or missing. The Construction Manager should be notified of any damaged or missing items.
  - (e) When the Construction Manager determines that rooms are ready for installation or placing of equipment, the required equipment shall be set in place. Equipment transported from the storage facility shall be insured against damage or loss by each Contractor. Each Contractor shall be responsible for receiving, unloading, and placing and installing equipment in the rooms designated for the specified items of equipment.
- (3) The Construction Manager shall cooperate with the supplier's installation personnel by providing unobstructed areas in which they may assemble and install equipment.
  - (4) The responsibilities of the Electrical and Mechanical Contractors shall be as follows, unless noted otherwise in Contract Documents:
    - (a) Final connections of equipment to building electrical and mechanical rough-ins will be made by the Electrical and Mechanical Contractor (interconnection between items of equipment will be done by the installing personnel, not by the Electrical or Mechanical Contractor). Equipment requiring only plug-in connections shall have outlets installed in accordance with the Contract Documents.
- E. Each Separate Contractor shall
- (1) Within ten (10) days of receipt of Notice of Pending Award of Contract, submit to the Construction Manager a list of the Contractor's principle staff, including on-site superintendent.
  - (2) Coordinate the work of its employees and Sub-contractors.
  - (3) Expedite its Work to assure compliance with schedules.
  - (4) Coordinate its Work with that of other separate Contractors and Work by Owner. Contractor will prepare and submit coordination drawings wherever close and careful coordination is required.
  - (5) Comply with directions and instructions of the Construction Manager.
  - (6) Verify dimensions shown on the drawings and obtain all measurements required for proper execution of Work.
  - (7) Place sleeves and inserts correctly for pipes, conduits and similar items required for its Work, in forms, walls, partitions, and floors. All said Work shall be done in cooperation with the affected Contractors. All items shall be placed in ample time so as not to delay concrete operations. Do not place sleeves so they pass through beams, girders, and similar construction, unless locations are approved by the Architect.
  - (8) See that sleeves and inserts are kept in their proper positions and not displaced by the placing of concrete or other construction Work. The separate Contractors of the Mechanical and Electrical Work involved shall be responsible for inclusion of these items in the Work and shall advise the Construction Manager and Architect of all changes of sleeves and inserts locations.

- 01040.2 CONSTRUCTION ORGANIZATION AND START-UP
- A. Construction Manager shall establish on-site lines of authority and communications. Construction Manager will:
- (1) Conduct the pre-construction meetings.
  - (2) Conduct progress meetings.
  - (3) Establish procedures and lines of communication:
    - (a) Submittals
    - (b) Reports and records
    - (c) Recommendations
    - (d) Coordination drawings
    - (e) Schedules
  - (4) Contract Documents:
    - (a) Consult with Architect to obtain interpretation.
    - (b) Assist in resolution of questions or conflicts which may arise.
    - (c) Transmit written interpretations to other Contractors, and to other concerned parties.
  - (5) Assist in obtaining permits and approvals:
    - (a) Building permits and special permits required for permanent improvements or for temporary facilities.
    - (b) Verify that Contractors and Sub-Contractors have obtained permits for inspections and for temporary facilities.
  - (6) Control the use of the Site:
    - (a) Supervise field engineering and site layout.
    - (b) Allocate space for each Prime Contractor's use for field offices, sheds, and work and storage areas.
    - (c) Establish access, traffic and parking allocations and regulations.
    - (d) Monitor the use of the site during construction.
- 01040.3 CONSTRUCTION MANAGER'S DUTIES
- A. Construction Schedules
- (1) Prepare a detailed schedule of basic operations.
  - (2) Coordinate the schedules.
    - (a) Each Contractor shall prepare sub-schedules to comply with critical phases.
- B. Process Shop Drawings, Coordination Drawings, Product Data and Samples
- (1) Prior to submittal to Architect, Construction Manager will review for compliance with Contract Documents.
  - (2) After the shop drawings are reviewed the Construction Manager will submit to Architect for approval.
  - (3) If shop drawings are incomplete or unacceptable, Construction Manager will return them to Contractor, with comments and recommendations, for revising and to be resubmitted.
- C. Inspection and Testing
- (1) The Construction Manager will assist the Architect in inspecting the Work to assure that it is performed in accordance with requirements of Contract Documents.
  - (2) Coordinate Testing Laboratory Services.
- D. Monitor the Use of Temporary Utilities
- (1) Verify that adequate services are provided.
  - (2) Administer the use of Owner furnished utilities and facilities.
- E. Monitor Contractors' periodic cleaning; enforce compliance with Specifications.
- F. Provide Cost Control for the Project
- (1) Revise and refine the approved estimate of construction cost periodically:

- (a) Record actual costs and estimates for uncompleted Work.
- (b) Incorporate approved changes as they occur.
- (c) Develop cash flow reports and projections.
- (2) Maintain cost accounting records for authorized work performed under:
  - (a) Unit costs.
  - (b) Actual costs for labor and materials.
  - (c) Other basis requiring accounting records.
- (3) Implement procedures for review and processing of contractors' applications for progress payments and for final payments.
- G. Maintain Reports and Records at Project Site, Available to Architect and Owner.
  - (1) Daily log of progress of Work of each Contractor.
  - (2) Records:
    - (a) Contract Documents.
    - (b) Materials and equipment records.
    - (c) Samples, Product Data and Shop Drawings.
    - (d) Record Documents.
  - (3) Maintain file of record documents.

01040.4 CONSTRUCTION MANAGER CLOSE-OUT DUTIES

- A. Coordinate Mechanical and Electrical Equipment Start-Up
- B. At completion of the Work of each Contract, conduct an inspection to assure that:
  - (1) Specified cleaning has been accomplished.
  - (2) Temporary facilities have been removed from the Site.
- C. Substantial Completion
  - (1) Conduct an inspection to confirm or supplement each Contractor's list of Work to be completed or corrected.
  - (2) Assist Architect in his inspection.
  - (3) Supervise the correction and completion of Work as established in the Certificate of Substantial Completion.
- D. When Owner occupies a portion of the Project Site prior to final completion, administer the established responsibilities of the Contractors and the Owner.
- E. Final Completion
  - (1) When each Contractor determines that Work is complete, assist the Architect in his inspection to verify completion of the Work.
- F. Administration of Contract Closeout
  - (1) Receive and review Contractors' final submittals.
  - (2) Transmit final submittals to Architect.
  - (3) Review all close out documentation required under Contract Documents.

01045 CUTTING AND PATCHING NEW WORK

- A. Each Contractor whose Work requires it, shall be responsible for all cutting, fitting and patching, including excavation and backfill, required to complete the Work in accordance with Contract Documents or to:
  - (1) Properly fit parts together or to receive Work of other Contractors.
  - (2) Uncover portions of the Work to provide for installation of ill-timed Work.
  - (3) Remove and replace defective Work.
  - (4) Remove and replace work not conforming to requirements of Contract Documents.
  - (5) Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit.
- B. Preparation

- (1) Provide adequate temporary support as necessary to assure the structural value or integrity of the affected portion of the Work.
  - (2) Provide devices and methods to protect other portions of the Project from damage.
  - (3) Provide protection from the elements for that portion of the Project which may be exposed by cutting and patching work and maintain excavations free from water.
- C. Performance
- (1) Execute cutting and demolition by methods which will prevent damage to other Work and will provide proper surfaces to receive installation of repairs.
  - (2) Execute excavating and backfilling by methods which will prevent settlement or damage to other Work.
  - (3) Employ the original installer or fabricator to perform cutting and patching in accordance with Contract Documents for:
    - (a) Weather-exposed or moisture-resistant elements.
    - (b) Sight-exposed finished surfaces.
  - (4) Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes.
  - (5) Restore Work which has been cut or removed; install new products to provide completed Work in accordance with requirements of Contract Documents.
  - (6) Fit Work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces.
  - (7) Maintain Fire Wall penetrations.
  - (8) Refinish entire surfaces as necessary to provide an even finish to match adjacent finishes:
    - (a) For continuous surfaces, refinish to nearest intersection.
    - (b) For an assembly, refinish the entire unit.

01050

FIELD ENGINEERING

01050.1

GRADES, LINES, LEVELS

- A. Information pertaining to preliminary investigations, such as soil borings, location of utilities, existing structures and existing grades appear on the drawings. While such data has been collected with reasonable care, there is no expressed or implied guarantee that conditions so indicated are entirely representative of those actually existing or that unforeseen developments may not occur. Each Contractor must make its own interpretation on results of such investigation and shall satisfy itself as to materials to be excavated and materials upon which fill or other Work may be placed. Where underground services, utilities, structures, etc., are located on the drawings or given at the site, they are based on available records, but are not guaranteed to be complete or correct. They are merely given to assist each Contractor.
- B. Each Contractor shall immediately upon entering the Site for purpose of beginning Work, locate general reference points and take such action as is necessary to prevent their destruction. Each Contractor shall lay out its own Work and be responsible for all lines, elevations and measurements of the building, utilities and other Work executed by it under the Contract. It must exercise proper precaution to verify figures on the Drawings before laying out Work and will be held responsible for any error resulting from its failure to exercise such precaution.
- C. Using datum furnished by the Owner, the lot lines and present levels have been established as shown on the Construction Documents.
- D. The Construction Manager shall employ a registered land surveyor to lay out the building corners on the site and establish a main floor benchmark elevation.
- E. The Construction Manager shall make provision to preserve property line stakes, benchmarks or datum point. If any are lost, displaced, or disturbed through neglect of any Contractor, or his agents or employees, the Contractor shall notify the Construction Manager at once and the Contractor shall be responsible for the cost of restoration.

- F. Each Contractor, as it applies to its Contract, shall verify grades, lines, levels, locations, and dimensions as shown on drawings and report any errors or inconsistencies to the Construction Manager before commencing Work. Starting of Work by the Contractor shall signify its acceptance to the condition of the Site.

01095 REFERENCE STANDARDS AND DEFINITIONS

01095.1 ABBREVIATIONS AND TRADE NAMES

- A. Trade associations names and titles are frequently abbreviated. Where acronyms or abbreviations are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards generating organization, authority having jurisdiction, or other entity applicable to the text provision. Refer to the "Encyclopedia of Associations" published by the Gale Research Co., found at most libraries.
- B. Review building, mechanical, electrical and fire safety codes as noted by C2AE Architecture & Engineering

01095.6 EQUAL OPPORTUNITY FOR EMPLOYMENT (MICHIGAN)

- A. Each Contractor will comply with all applicable provisions of the Federal Civil Rights Act and the Michigan Fair Employment Practices Act, and the violation of either shall be cause for cancellation of this contract.
- B. Each Contractor, in accordance with the Michigan Fair Employment Practices Act, to the extent such act is applicable, shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to the hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because race, color, religion, national origin or ancestry (or age or sex, except where based on a bona fide occupational qualification). Contractor shall not maintain or provide for his employees any segregated facilities.

01200 PROJECT MEETINGS

01200.1 PRE-BID MEETINGS (Conducted by the Construction Manager, scheduled as indicated in Instruction to Bidders.)

- A. Introduction of Owner, Architect, and Construction Manager
- B. Agenda may include the following:
  - (1) Safety to Persons and Property
  - (2) Bonding Requirements
  - (3) Monthly Invoice Requirements
  - (4) Insurance Requirements
  - (5) Testing, Permits, and Inspection Requirements
  - (6) Clean Up
  - (7) Temporary Utilities and Services
  - (8) Lay Out of Project
  - (9) Alternates
  - (10) Addendum Items
  - (11) Bid Packages
  - (12) Schedule
  - (13) Bid Forms
  - (14) Bid Date
  - (15) Shop Drawing Procedures
  - (16) Correspondence
  - (17) Questions and Answers

- 01200.2 PRE-CONSTRUCTION MEETING (Conducted by Construction Manager)
- A. Attendance
- (1) Owner's Representative.
  - (2) Architect and consultants.
  - (3) Construction Manager, including Field Superintendent, General Superintendent and Project Coordinator.
  - (4) Contractor's Superintendent(s).
  - (5) Major Sub-contractors.
  - (6) Major suppliers.
  - (7) Others as appropriate.
- B. Agenda may include the following:
- (1) Distribution and discussions of:
    - (a) List of major sub-contractors and suppliers.
    - (b) Project construction schedules.
  - (2) Critical Work sequencing.
  - (3) Major equipment deliveries and priorities.
    - (a) Indicate request for color charts for materials requiring color selection.
  - (4) Project Coordination.
    - (a) Designation of responsible personnel.
    - (b) Establish proper lines of communication.
  - (5) Procedures and processing of:
    - (a) Field decisions.
    - (b) Proposal requests.
    - (c) Submittals.
    - (d) Change Orders.
    - (e) Applications for Payment.
  - (6) Procedures for maintaining Record Documents.
  - (7) Use of premises:
    - (a) Use of site during construction.
    - (b) Office, work and storage areas.
    - (c) Owner's requirements.
  - (8) Temporary utilities.
  - (9) Security procedures.
  - (10) Housekeeping procedures.
  - (11) Quality and work standards.
- 01200.3 PROGRESS MEETINGS
- A. The Construction Manager shall represent the Owner and conduct a job progress meeting on the Site every two weeks. The Construction Manager will confer with the Owner, Architect and Contractors at the pre-construction meeting to schedule regular time and day of the week to conduct such meetings.
- B. The Construction Manager, as a representative of the Owner, shall preside at these meetings and record the minutes of the meeting. Typed minutes shall be sent to the Owner, Architect, and each Contractor, and one (1) copy shall be on file at the Project Site. Each meeting shall, at the discretion of the Construction Manager, include as a minimum the following information.
- (1) Date, time and place of meeting.
  - (2) Name, title and company affiliation of each participant.
  - (3) Discussion of Contractors' construction progress of each trade since last meeting.
  - (4) Contractor's schedule of Work proposed before next meeting.
  - (5) Review of Contractor's schedule relative to current construction progress.

- (6) Coordination problems and methods of resolving same.
  - (7) Information required from the Owner for the timely execution of the work.
  - (8) Specific directions by the Contractor to his subcontractors relative to the execution of the work.
- C. Each Contractor and his Subcontractors currently working on the project shall be represented at these meetings. Decisions rendered and instructions given during these meetings shall be binding on the Contractor and on his Subcontractors.
- 01300            SUBMITTALS (All submittals shall be made to the Construction Manager)
- 01300.1        CONSTRUCTION SCHEDULES
- A. The Construction Manager has included a preliminary construction schedule at the end of this Division. Within ten (10) days of Notice of Pending Award of Contract the Contractor shall submit (upon request by the Construction Manager) the following forms which will be distributed by the Construction Manager with the Notice of Pending Award:
- (1) Shop Drawing - Item Delivery Schedule
  - (2) Manpower Requirements
  - (3) A list of critical phasing requirements as it relates to other trades
  - (4) Schedule concerns
- B. The Construction Manager will finalize the Construction Schedule based upon Contractor's input without altering the original completion dates shown on the preliminary schedule.
- C. The Construction Manager will periodically update the construction schedule. It is each Contractor's responsibility to maintain the schedule as it relates to their work.
- 01300.2        SHOP DRAWINGS, PRODUCT DATA, SAMPLES
- A. All submittals shall be clearly identified with project name and location, and Contractor's name. The Construction Manager shall indicate its review by means of his stamp, with his initials and date of review, prior to submitting to the Architect for review.
- B. Shop drawing details shall be identified by reference to sheet and detail, schedule of room or door numbers shown on Contract Documents.
- C. Product data copies shall be clearly marked to identify pertinent products, models, or part numbers; shall show performance characteristics and capacities, dimensions and clearances required, and during or piping diagrams and controls.
- D. Samples shall be of sufficient size and quantity to clearly illustrate functional characteristics of the product with related parts and attachment devices, showing full range of color, texture and pattern.
- E. Shop drawing submissions unless otherwise noted, shall be electronically transmitted.
- F. Product data submissions, unless otherwise noted or otherwise instructed at the pre-construction meeting, shall be electronically transmitted.
- G. Sample submissions, unless otherwise noted or otherwise instructed, shall consist of three (3) physical samples.
- H. Each Contractor shall submit a list of dates for the proposed shop drawings delivery schedules for the Construction Manager's review within ten (10) days of Notice of Pending Award.
- I. Allow three (3) weeks for initial review. Allow additional time if further review is required with other disciplines.
- J. It is the Contractor's sole responsibility to submit shop drawings, coordination drawings, product data and samples in a timely fashion for review and approval, including resubmittals if necessary. No time extensions will be allowed for failure to submit these items.
- 01400            QUALITY CONTROL
- 01400.1        TESTING LABORATORY SERVICES

- A. The Owner, through the Construction Manager will select, employ, and pay an independent testing laboratory to perform specified and/or required services.
- B. Related requirements specified elsewhere:
  - (1) Testing and inspections required by laws, ordinances, etc., as required by the General Conditions.
  - (2) Tests and standards as may be required by subsequent specification sections.
  - (3) Testing, adjusting and balancing of equipment.
- C. Testing, inspection, and/or sampling which may be required for the Project and may be obtained by the Owner include the following:
  - (1) Soils Compaction Control.
  - (2) Bituminous surfacing or asphaltic concrete.
  - (3) Concrete.
  - (4) Masonry blocks.
  - (5) Masonry mortar and/or grout.
  - (6) Lightweight insulating decks.
  - (7) Steel, structural welding.
  - (8) Fireproofing.
  - (9) Built-up roofing.
  - (10) Electrical: Buss ducts and ground fault.
  - (11) Mechanical: HVAC units acceptance tests.

(The above list is not intended as a complete list and does not relieve each Contractor from responsibility for providing his Work in accordance with the Contract Documents, completely.)
- D. Contractor's Responsibilities
  - (1) Each Contractor shall cooperate with laboratory personnel, provide access to Work, and to manufacturer's or supplier's operations.
  - (2) Each Contractor shall provide to laboratory preliminary representative samples of materials to be tested, in required quantities.
  - (3) Each Contractor shall furnish casual labor and facilities:
    - (a) To provide access to work to be tested.
    - (b) To facilitate inspections and tests.
    - (c) For laboratory's exclusive use for storage and curing of test samples.
  - (4) Each Contractor shall notify Construction Manager and laboratory at least twenty-four (24) hours in advance of operations to allow for his assignment of personnel and scheduling of tests.
  - (5) Each Contractor shall employ, and pay for, services of a separate, equally qualified, Independent Testing Laboratory to perform additional inspections, sampling and testing required:
    - (a) For Contractor's convenience.
    - (b) When initial tests indicate work does not comply with Contract Documents.
- E. Laboratory Qualifications
  - (1) Laboratory shall meet "Recommended Requirements for Independent Laboratory Qualifications", latest edition, published by the American Council of Independent Laboratories.
  - (2) Meet approval of requirements for project time schedule and particular Project demands, including available personnel.
- F. Laboratory Duties and Limitations of Authority
  - (1) Cooperate with Construction Manager and Contractor's; provide qualified personnel promptly on 24-hour notice.
  - (2) Perform specified inspections, sampling and testing of materials and methods to establish degree of compliance with Contract Documents.

- (3) Promptly notify Construction Manager and Contractor of irregularities or deficiencies of work, which are observed during performance of services.
- G. The laboratory shall promptly submit five (5) copies of tests and/or inspections to the Construction Manager including:
  - (1) Date issued.
  - (2) Project title and number.
  - (3) Testing laboratory name and address.
  - (4) Name and signature of Inspector.
  - (5) Date of inspection or sampling.
  - (6) Record of temperature and weather.
  - (7) Date of test.
  - (8) Identification of product and specification section.
  - (9) Type of inspection or test.
  - (10) Observations regarding compliance with Contract Documents.

01500

TEMPORARY UTILITIES

- A. Each Contractor, or other Sub-contractor shall furnish and install temporary service to its own temporary office.
- B. The Electrical Contractor shall provide, install and maintain a 200A, 120/240V-1Ph temporary service, and provide, install and maintain temporary wiring in all areas of new construction. Existing building service may be used to the extent possible until new construction would require removal of existing electrical service.
  - (1) Provide at minimum, a main panel on each level of the building to allow for 240v lighting and other distribution as noted below.
  - (2) For general use of power hand tools and task lighting, provide temporary 4-gang ground fault outlets at each floor level, spaced so that each area of work can be reached with a 100-foot extension cord. Provide separate, 120V, 20-amp circuit for each 4-gang outlet (4 outlets per circuit).
  - (3) For general temporary lighting in construction areas, provide as per MIOSHA requirements but not less than (1) 200-watt incandescent lamp per 1000 square foot of floor area, uniformly distributed, or provide equivalent illumination of a similar nature. Provide not less than 100-watt incandescent lamps in corridors and similar traffic-ways, spaced not more than 50 feet apart, except provide (1) lamp at each stairway or ladder landing.
  - (4) Temporary lighting system shall be circuited and controlled so that the lighting level in each portion or floor of the building can be reduced to provide security lighting during non-working hours and on weekends and holidays. The level of lighting for security purposes shall be in accordance with all federal, state and local regulations. The control of the temporary lighting will be such that the lighting is turned on at the beginning of each workday and the normal working lighting is reduced to the security lighting level at the end of each workday.
  - (5) Any special voltage requirements for construction equipment shall be furnished and paid for by the Contractor requiring same
- C. Contractors and their Sub-contractors requiring 120-volt, localized lighting and simple phase power shall furnish their own extension cords and lamps. The Electrical Contractor shall furnish wiring and lamps for general temporary lighting and power distribution only.
- D. Contractors and their Sub-contractors shall be allowed to use the service provided for general temporary lighting and fractional horsepower hand tools at no cost to them.

- E. Contractors and their Sub-contractors shall compensate the Electrical Contractor for wiring of construction equipment, which requires circuits larger than 20-amp, 120-volt, single phase. Arrangements shall be made with Electrical Contractor before this type of equipment is used.
- F. Contractors and their Sub-contractors requiring lighting or other electrical service outside of the building, other than for temporary offices, shall pay for the installation and removal of service, maintenance charges, and energy consumed.
- G. Contractors and their Sub-contractors requiring services for construction equipment and testing in excess of the capacity of the temporary construction service shall make their own arrangements and pay all costs.
- H. The Electrical Contractor shall expedite the Work under its contract to install and connect the permanent wiring system and panels to permanent heating and ventilating equipment in time to test and operate as temporary heat when the building has been enclosed. Permanent wiring and connections may be used at permanent equipment. However, the use of the permanent system during construction shall in no way affect any part of the guarantee period. If the permanent wiring system is not available for connection to permanent heating and ventilating equipment, the Electrical Contractor shall provide all wiring to connect this equipment to the temporary electrical system.
- I. After completion of the permanent electrical system and building wiring by the Electrical Contractor, permanent receptacles may be used during finishing work, except this wiring shall not be used for motors larger than 1/2 HP, or for welding equipment. Power for larger motors and welding equipment shall be provided by special circuits to mains of electrical panels at the expense of Contractors requiring them, provided that special permission is obtained from the Architect and the installation is made by the Electrical Contractor.
- J. After the permanent lighting fixtures are installed and connected to the permanent distribution system, they shall be lamped and used for construction lighting. All burned out lamps shall be replaced by the Electrical Contractor at the time of substantial completion of the project.
- K. Cost of temporary electrical energy shall be provided by the Owner.

01500.1 TEMPORARY HEATING COOLING AND VENTILATING

- A. Heating of Buildings during Construction  
(Note: Heating and covering protection required during the construction period prior to protection of enclosed building spaces is not considered as temporary heat but shall be classified as cold weather protection as described elsewhere in the applicable specification divisions).
  - (1) ENCLOSURE: The building shall be considered as enclosed for temporary heating purposes, when the following are in place:
    - (a) The exterior walls completely erected, the roof deck complete with roofing. All doorways, windows, and other wall and roof openings not completed shall be protected.
    - (b) If the Boiler Room is remotely located from the areas to be furnished with temporary heat, the Boiler Room shall be enclosed to provide weather protection for all mechanical equipment installed for use as the temporary heating system.
- B. Temporary Enclosures, Partitions and Doors
  - (1) The Construction Manager shall be responsible for erecting and maintaining all temporary structures or closures required to enclose the working areas of the building, and Boiler Room.
    - (a) Temporary closures required at roof openings for rooftop mechanical units or other rooftop equipment, shall be erected and maintained by the Contractor installing the equipment.

- (b) Provide such temporary protection at doorways, and other openings during the temporary heat phase of the work sufficient to retain the temporary heat provided by the Mechanical Contractor until such time as permanent doors, windows and other enclosures are installed.
  - (c) Advise Mechanical Contractor when enclosure is sufficient to retain temporary heat.
  - (d) Coordinate enclosure and temporary heat to ensure that sufficient temporary heat is provided considering temporary nature of protection at doorways, windows and other openings.
- (2) All windows, curtain walls, storefronts and entrance sidelights and transoms shall be glazed, either with the required glass or opaque panels; or with temporary reinforced sheet plastic securely fastened to wood frames by Contractor responsible for installing permanent systems.
  - (3) All building entrances, or openings to uncompleted corridors or other uncompleted sections of the building shall have temporary partitions erected, (with tight fitting doors as required, to provide adequate access into and out of the working areas). Partitions shall be built of substantial 2" x 4" wood framing, braced and anchored into the opening in such a way that finished surfaces will not be marred or damaged.
  - (4) Unless the temporary partition is at an exterior opening all framing lumber shall be rated to be fire-retardant. Frame shall be covered on the exterior face with fire rated gypsum board, fire-rated plywood, or other non-combustible surfacing, which shall be sealed by caulking at perimeters and joints. Batt insulation minimum 2" thick, shall be secured to the wood framing. Include a rated door and closure.
  - (5) Temporary doors shall be equipped with substantial hinges, shall have a self-closing device, and a substantial locking device.
- C. Temperatures Required
- (1) The following minimum temperatures shall be maintained, and apply to heating of enclosed spaced during construction:
    - (a) 35 degrees F. for concrete masonry units and brickwork, with this temperature to be maintained for 48 hours after masonry is erected.
    - (b) 50 degrees F. for plastering work, drywall work, hand tile work, with this temperature to be reached before work is begun, maintained during the application, and maintained until the installation is cured.
    - (c) 55 degrees F. for three days prior to and during the application of interior woodwork, resilient tile, paint, acoustical ceilings and similar interior finishes; to be maintained until the project is completed.
    - (d) Unless otherwise called for above or in the technical specification divisions, a minimum temperature of 50 degrees F. shall be maintained in the enclosed spaces during non-working hours, and a minimum temperature of 55 degrees F. shall be maintained within the enclosed working area during working hours.
  - (2) Capacities of equipment and fuel consumption shall be based on local design conditions and degree days as published in the current edition of the ASHRAE Handbook.
  - (3) The use of the air conditioning system shall not be available to the Contractors during the Construction Period, and shall only be operated for start-up, testing and adjustment.
- D. Ventilation
- (1) The Mechanical Contractor shall provide ventilation of the enclosed space for workmen in accordance with State and Federal Occupational Safety and Health Standards or other applicable laws. He shall also provide ventilation of the enclosed space as required to facilitate drying of plaster, poured decks and floors, or other materials requiring ventilation in accordance with manufacturer's directions.

- (a) If the permanent ventilation system is used, the Mechanical Contractor shall assume full responsibility for maintenance of the permanent equipment and shall keep the system clean, furnish and change filters as needed and turn the complete new heating-ventilation system over to the Owner in a clean condition when the project is completed. Permanent equipment shall not be used for temporary ventilation unless maintained and operated as follows:
- (1) Return air ducts shall not be used.
  - (2) All supply air to each unit shall be filtered.
  - (3) Filters shall be constantly checked and changed as necessary.
  - (4) Operation of permanent equipment for ventilation shall not negate the normal one-year guarantee and warranty called for after acceptance of the system by the Owner.

E. Temporary Heat

- (1) All heating required after enclosure of the building, or any designated portion shall be classified as TEMPORARY HEAT.
- (2) After the building or any designated portion has been entirely enclosed, and temporary heat is required, the Mechanical Contractor shall provide all temporary heat using one or more of the three (3) following methods:
  - (a) Method (1) - The permanent heating system may be used for temporary heating where available. If the permanent system is used, this Contractor shall install in their permanent location heating coils or convectors, etc., as approved by the Architect. Provide such controls as necessary to maintain the temperature required. Provide necessary insulated piping to the enclosed space when the boiler is remotely located.

Temporary filters shall be used in the permanent system. Provide bases, shields, etc., around heating elements where required to prevent too rapid drying of adjacent concrete, masonry or plaster. Some of the permanent heating system equipment may require relocation by this Contractor as required during construction to prevent interference with continuing construction where authorized by the Architect. All equipment so used shall be cleaned and restored to new conditions, except for ordinary wear, prior to final acceptance, and its use shall in no way affect the Owner's guarantee periods as specified in this Division and Division 23.

If the permanent system is not fully operable or does not have sufficient controls to maintain the necessary heat considering existing conditions, this Contractor shall furnish, install and maintain temporary units connected to the permanent system. Install and maintain safety controls to protect the permanent system from damage. All temporary units including their connections, which are not part of the permanent heating system shall be removed by this Contractor after they are no longer necessary. Coordinate this work with the other trades involved.

Method (2) - If the permanent system is not fully operable or does not have sufficient controls to maintain the necessary heat considering existing conditions, this Contractor shall furnish and install a temporary heating system. The temporary heating system shall consist of approved boilers, unit heaters, etc., as required to maintain temperatures specified. Each unit shall be installed complete, with safety

controls, venting, power and fuel connections, room thermostat and necessary ductwork and piping approved by the Architect. All portions of the temporary heating system shall be removed by this Contractor after they are no longer necessary. The temporary heating equipment shall be relocated by this Contractor as required during construction to prevent interference with continuing construction. This Contractor shall correlate this work with the other trades involved.

- (b) Method (3) - If the permanent system is not fully operable or does not have sufficient controls to maintain the necessary heat considering existing conditions, this Contractor shall provide, maintain and supervise the operation of approved temporary portable units, such as oil or gas fired unit heaters, furnaces, direct fired make-up air units, or similar equipment. Note: No direct gas-fired units (i.e.: Torpedo Heaters) will be allowed. All such units shall be properly vented to the exterior, piped, and wired, and shall be provided with thermostat for temperature control and with all required safety controls.

- (3) All electrical wiring required for temporary or permanent heating shall be furnished and installed by the Electrical Contractor from temporary wiring service.

F. Cost of Temporary Heat

- (1) The cost of temporary heat shall be determined as follows.

- (a) The cost of furnishing and installing the temporary heating system in accordance with methods 1, 2 and/or 3 above, (including relocation and/or removal) shall be included by the Mechanical Contractor in his base bid.

G. The cost of Fuel for the Temporary Heating System shall be determined as follows:

- (1) The Construction Manager shall provide the fuel used in the operation of the temporary heating system.

01500.2 TEMPORARY TELEPHONE SERVICE

- A. Contractors are to provide their own telephone services.

01500.3 TEMPORARY WATER

- A. As soon as possible after award of its Contract, the Mechanical Contractor shall make arrangements for temporary connections and extension of water service facilities. When connecting into an existing water service, connection shall be made by means of an approved back-flow preventor. As soon as possible, the Mechanical Contractor shall install the permanent main into the building and provide a temporary gate valve, extend piping, provide temporary water meter, if required, and provide two 3/4" hose bibs, located where directed by the Construction Manager for use of all Contractors. Permanent risers may be used for temporary services.

- B. Each Contractor shall provide his own hose or piping with leak free connections from hose bibs.

01500.4 TEMPORARY SANITARY FACILITIES

- A. The Construction Manager shall provide and maintain sanitary temporary toilets in sufficient number required to accommodate all employees working on the project. The toilets shall comply with Federal, State and Local Code requirements.

- B. As soon as conditions will allow, Mechanical Contractor shall provide and maintain temporary toilets, using temporary fixtures, within the building, with connections to cold water and sanitary sewer. The General Trades Contractor will provide a temporary wood enclosure with doors. All temporary facilities will be removed, and permanent fixtures installed when directed by the Construction Manager.

- 01500.5 TEMPORARY FIRST AID FACILITIES
- A. Each Contractor or Sub-contractor shall provide first aid facilities as required by Federal, State, or Local Safety Regulations.
- 01500.6 TEMPORARY FIRE PROTECTION
- A. Each Contractor shall provide, maintain and have readily accessible, approved type extinguishers when working adjacent to hazardous areas such as painting or welding, or when torches or open flames for heating or cutting. All personnel working on the project shall be familiarized with the locations and operation of fire extinguishers.
- 01500.7 WATER CONTROL
- A. All pumping necessary to keep excavations and trenches free from water during the entire progress of this work, from a point five (5) feet outside of building proper, shall be the responsibility of the Contractor who is responsible for said excavations and trenches. Do not discharge water on adjoining property.
- 01500.8 DEBRIS CONTROL
- A. The Construction Manager will provide dumpsters for general refuse. Major demolition items, masonry, concrete, hazardous materials (including paint products), and earthwork items will not be allowed to be disposed of in these dumpsters.
- B. It shall be the duty of each Contractor to keep the premises free of accumulations of surplus materials and rubbish collection location on the site on a daily basis. If the Contractor fails to clean up within 24 hours after directed by Construction Manager, the debris will be removed, and the cost thereof shall be charged to the Contractor.
- C. Every Friday morning between 8:00 AM until 10:00 AM there will be a mandatory clean up. All contractors that are on site are required to participate in the clean up. Each Contractor shall perform an overall cleanup of the entire site, including a broom cleaning of all appropriate surfaces, clean up can also occur more often depending on site conditions. The number of people required to clean up for each contractor is determined by the table below.
- | <u>Crew Size</u>         | <u>Required Number of People</u> |
|--------------------------|----------------------------------|
| <b>1 to 5 people</b>     | <b>1-2 person</b>                |
| <b>6 to 10 people</b>    | <b>2-3 people</b>                |
| <b>11 to 15 people</b>   | <b>3-4 people</b>                |
| <b>16 to 20 people</b>   | <b>4-5 people</b>                |
| <b>21 to 30 people</b>   | <b>5-6 people</b>                |
| <b>31 to 40 people</b>   | <b>6-7 people</b>                |
| <b>41 or more people</b> | <b>7-8 people</b>                |
- D. Burning of rubbish on site will not be permitted.
- E. Rubbish shall not be thrown through window openings or from any great heights but shall be conducted to ground by means of approved chutes or other means of controlled conveyance.
- 01500.9 PROJECT IDENTIFICATION AND SIGNS
- A. The Construction Manager shall furnish a sign for the entire Project. Sign will be located as agreed upon by the Construction Team. No other signs will be permitted without Team's approval. Sign shall be removed at the completion of the project.
- 01500.10 FIELD OFFICE AND SHEDS

- A. The Construction Manager shall provide temporary office for his own use and adequate for use at progress meetings.
  - B. Other Contractors shall provide own offices as needed. Locate offices as directed by the Construction Manager. If a portable office trailer is used it must be of recent modular type of good appearance made specifically for this use.
- 01500.11 TEMPORARY STORAGE AND SHOP FACILITIES
- A. Each Contractor shall provide their own protection against the elements for suitable storage of their materials or equipment delivered to the site. Each Contractor requiring on-site storage or shop facilities shall provide his own sheds, trailers or other structures located as directed by the Construction Manager.
  - B. All storage facilities shall be removed from the Site when no longer required. Any spaces in the project building used for storage of materials or as shop space shall be completely cleaned and restored to a new condition prior to final inspection. Any space required to be vacated for following trades, tenant work, or Owner operations shall likewise be cleaned and restored.
- 01500.12 PROTECTION OF PERSONS AND PROPERTY
- Each Contractor shall be responsible for providing the following for their portion of the Work:
- A. Barricade open excavations and post with warning lights for the safety of persons. Operate warning lights during hours from dusk to dawn each day.
  - B. Protect structures, utilities, sidewalks, pavements and other facilities immediately adjacent to excavations from damages caused by settlement, lateral movement, and undermining, washout and other hazards.
  - C. Take precautions and provide necessary bracing and shoring to guard against movement or settlement of existing improvements or new construction. The Contractor is entirely responsible for the strength and adequacy of bracing and shoring, and for the safety and support of construction and for damage or injury caused by the lack thereof or by movement or settlement.
- 01500.13 SPECIAL SCHOOL CONSTRUCTION POLICIES
- A. There will be no Radios, Boom Boxes, CD Players, or similar items allowed on the jobsite. Failure to comply can result in the removal from site.
  - B. There will be no smoking or tobacco allowed on school grounds. Failure to comply can result in the removal from site.
- 01600 MATERIAL AND EQUIPMENT
- 01600.1 MANUFACTURER'S INSTRUCTIONS
- A. When Contract Documents require that installation of Work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions to parties involved in the installation, including two copies to Construction Manager.
    - (1) Maintain one set of complete instructions at the job site during installation and until completion.
  - B. Handle, install, connect, clean, condition and adjust products in strict accord with such instructions and in conformity with specified requirements.
    - (1) Should job conditions or Specifications conflict with manufacturer's instructions, consult with Construction Manager for further instructions.
    - (2) Do not proceed with Work without clear instructions.
  - C. Perform Work in accord with Manufacturer's instructions. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by Contract Documents.
- 01600.2 TRANSPORTATION AND HANDLING

- A. Arrange deliveries of products in accord with Construction Schedules, coordinate to avoid conflict with work and conditions at the site.
  - (1) Deliver products in undamaged condition, in manufacturer's original containers or packaging, with identifying labels intact and legible.
  - (2) Immediately on delivery, inspect shipments to assure compliance with requirements of Contract Documents and approved submittals, and products are properly protected and undamaged.
- B. Provide equipment and personnel to handle products by methods to prevent soiling or damage to products or packaging.

01600.3 STORAGE AND PROTECTION

- A. All cement, caulking materials, paint materials, lime, plaster, adhesives for resilient floors, acoustical materials, and all similar materials shall be delivered and stored on the job or at off-site storage locations in original sealed containers, unopened, with seals unbroken and with labels plainly indicating manufacturer's name, brand, type, and grade of materials. If materials are unacceptable, they shall be immediately removed from the premises. Store all the above-mentioned materials above ground and protected from dampness, weather, and other damage. Materials suitably stored off-site shall be bonded to protect Owner's title to materials.
- B. Materials such as reinforcing steel, wood, steel, masonry, piping, roofing, insulation, gypsum board, etc. shall not be stored directly on the ground.
- C. Store loose granular materials in a well-drained area on solid surfaces to prevent mixing with foreign matter.
- D. Special care shall be exercised to assure that danger to persons or damage to property is avoided by handling or storage of materials which are volatile or toxic.
- E. In addition to the requirements of the General Conditions, Supplementary and other Specification Sections, the following special requirements for protection of the new work shall apply:
  - (1) Each Contractor shall at all times protect all Work from damage by rainwater, spring water, ground water, backing up of drains, or sewers, and all other water that may or could be admitted to any Work. He shall provide all pumps, other equipment and closures to provide this protection. He shall do all pumping necessary to keep the work free of water.
  - (2) Each Contractor shall be responsible for closing any of his openings in wall or roof which would admit water to the building.
  - (3) Each Contractor shall provide protection to their Work against weather, floods, rain, wind, storms, frost, cold, or heat to maintain all work materials, apparatus and fixtures free from injury and damage.
  - (4) After roofing is installed all Work on the roof shall be done over planking or other substantial protection to spread construction loads and to isolate traffic from the roof surface. Each Contractor shall provide his own protection when working on the roof.

01650 STARTING OF SYSTEMS

- A. See specifications for requirements on starting, testing, adjusting and balancing of equipment and systems appropriate to the Scope of Work associated with each Bid Category.

01700 CONTRACT CLOSE OUT

01700.1 SUBSTANTIAL COMPLETION

- A. Before Contractor requests inspection for certification of substantial completion, complete the following:
  - (1) Complete all Work within the area to be inspected.

- (2) Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; including occupancy permits, operating certificates and similar releases.
  - (3) Make changeover of permanent locks and transmit keys to the Owner. Advise the Owner's personnel of change over in security provisions.
  - (4) Deliver tools, spare parts, extra stock, and similar items.
  - (5) Complete start-up and testing of systems and provide instructions to the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups and similar elements not needed for final completion.
  - (6) Complete final clean-up requirements as directed by Construction Manager, including touch-up and otherwise repair and restore marred exposed surfaces.
- B. Inspection by the Architect will proceed upon receipt of a request for inspection. The Architect will either proceed with the inspection or advise the Contractor on unfilled requirements. Upon inspection the Architect will prepare the Certificate of Substantial Completion. The following items must be completed before final acceptance and final payment is made:
- (1) All Work and Punch List items must be completed.
  - (2) Final Application for Payment must be submitted and approved for payment.
  - (3) All guarantees and warranties must be submitted.
  - (4) Final waiver of lien and sworn statements must be submitted with Application for Payment.
  - (5) Record drawings, maintenance manuals, and similar record documentation must be submitted.
  - (6) All items of Work for Contractor must be approved by regulatory agencies such as, but not limited to, the State Fire Marshall, Health Department, Mechanical Inspector and Electrical Inspector.
  - (7) Submit a copy of the Architect's final punch list signed by Contractor's representative, stating that each item has been completed or otherwise resolved for acceptance.
  - (8) Consent of surety to final payment must be submitted.

01700.2 CLEANING

- A. The Construction Manager will schedule final cleaning at the completion of the Project.
- B. Each Contractor is responsible for expediting the cleaning, washing, waxing, and polishing required within the technical sections of the Specifications governing work under his contract. In addition, each Contractor shall perform final cleaning of the entire project to remove all foreign matter, spots, soil and construction dust, so as to put the project in a complete and finished condition ready for acceptance and use intended. He shall remove all marks, stains, fingerprints, and other soil or dirt from all painted, enameled or varnished work and all other exposed finished surfaces.
- C. Painting Contractor, at the completion of other trades, shall be responsible to touch-up and restore all damaged paint or wallpaper surfaces.
- D. The Glazing Contractor shall remove all excess glazing compound and sealant, stains and paint from all glass, and wash and polish glass. Take care not to scratch glass. The Glazing Contractor will replace all damaged, broken, or scratched glass. Cost of glass replacement shall be borne by the party who caused the damage. This work is included as part of the cleanup requirements.
- E. Each Contractor shall similarly perform at such time an equivalent thorough cleaning of work and equipment provided under their contracts.
- F. If damage cannot be attributed to a specific party, the cost shall be prorated between all Contractors as their interests or exposure may occur.

01700.3 OPERATING AND MAINTENANCE DATA

- A. Each Contractor shall provide two (2) duplicate sets covering each and every item of equipment and device furnished or erected by him. This shall consist of the following:
  - (1) Catalogue data or literature.
  - (2) Manufacturer's operating instructions.
  - (3) Manufacturer's maintenance instructions.
  - (4) Installation instructions.
  - (5) Index of Sub-contractors, including their addresses and phone numbers.
- B. In each of these, the correct model number and the data for the model number shall be checked off in ink where the literature covers more than one model number. For items assembled by Contractor for special functions, Contractor shall write up and provide duplicate operating and maintenance instructions.
- C. Material shall be suitably organized, indexed, bound and delivered to the Construction Manager.

01700.4 WARRANTIES AND BONDS

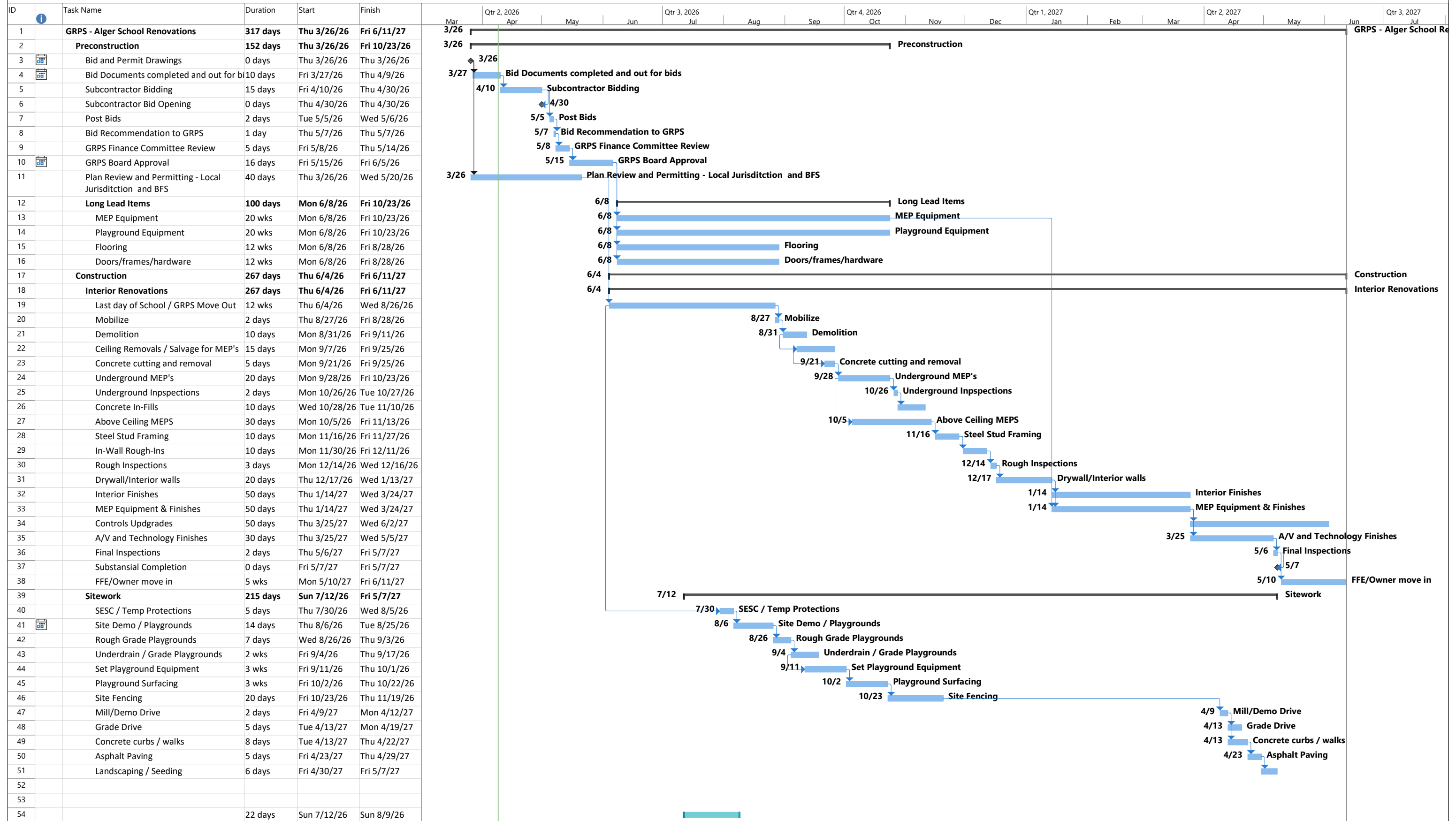
- A. Each Contractor shall provide specified warranties and bonds, signed and co-signed where applicable in accordance with Contract Documents. Assemble duplicate copies, indexed and neatly bound into binders, and deliver to the Architect.

01700.5 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Each Contractor shall retain all loose and small detachable parts of the apparatus and equipment furnished under his contract, as well as keys and tools required for maintenance, until the completion of the work. Each Contractor shall then turn same over to the Owner, or his representative designated to receive them and obtain from him an itemized receipt thereof in triplicate. He shall retain one copy of this receipt for finally payment for the work.

END OF GENERAL REQUIREMENTS

**GRPS Alger School  
Preliminary Schedule  
3/26/2026 - 6/11/2027**





DESIGNED BY: Designer  
 1/7/2026 3:14:15 PM Autodesk Docs://210226...\_C095-Alger Middle School Renovation/210226...\_A1.v1

- GENERAL NOTES:**
1. CONTRACTORS ARE TO COORDINATE WORK WITH ALL OTHER TRADES.
  2. CONFLICTS BETWEEN NOTES, DETAILS, SPECIFICATIONS, ETC., SHALL BE VERIFIED WITH THE ARCHITECT OR THE MOST STRINGENT PROVISIONS SHALL GOVERN.
  3. DETAILS OF CONSTRUCTION NOT FULLY SHOWN SHALL BE OF THE SAME NATURE AS SHOWN FOR SIMILAR CONDITIONS. ANY UNCLEAR CONDITIONS SHALL BE VERIFIED WITH THE ARCHITECT PRIOR TO CONSTRUCTION OF THAT AREA.
  4. DRAWINGS ARE NOT TO BE SCALED. ANY UNCLEAR DIMENSIONS, OR DIMENSIONAL DISCREPANCIES, SHALL BE VERIFIED WITH ARCHITECT.
  5. ALL EXISTING CONDITIONS AND ALL RELATED DIMENSIONS INDICATED IN THE CONTRACT DOCUMENTS SHALL BE FIELD VERIFIED PRIOR TO FABRICATION, ERECTION, AND/OR CONSTRUCTION. ANY CONDITIONS THAT DIFFER FROM THOSE INDICATED IN THE CONTRACT DOCUMENTS SHALL BE SUBMITTED TO THE ARCHITECT FOR REVIEW PRIOR TO FABRICATION, ERECTION, AND/OR CONSTRUCTION.
  6. CONTRACTOR TO REVIEW ENTIRE SET OF CONSTRUCTION DOCUMENTS, INCLUDING SPECIFICATION, AND SHALL COORDINATE WORK BETWEEN ALL TRADES. IF CONFLICTS ARISE DUE TO COORDINATION OF TRADES, CONTRACTOR IS TO VERIFY CONFLICT WITH ARCHITECT PRIOR TO CONSTRUCTION/INSTALLATION OF CONFLICTING ITEMS.
  7. PATCH & REPAIR ALL EXISTING SITE, EXTERIOR, AND INTERIOR BUILDING ELEMENTS THAT WERE DISTURBED BY DEMOLITION WORK. REPAIRS ARE TO MATCH ADJACENT MATERIAL(S), COLOR(S), AND FINISHES), UNLESS SPECIFICALLY NOTED OR DETAILED OTHERWISE.
  8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PREPARATION OF FLOOR, WALL, AND/OR CEILING SUBSTRATES FOR NEW FINISHES.
  9. MAINTAIN FIRE RATING AT ALL ASSEMBLIES WHERE OPENINGS, PENETRATIONS, EMBELEMNT, RECESSED EQUIPMENT, ACCESSORIES, ETC. DISRUPT THE CONTINUITY OF THE RATING.
  10. REMOVE ADHESIVE AND/OR MORTAR LEFT FROM THE REMOVAL OF EXISTING FLOOR COVERING AND PREP FLOOR WITH CONCRETE (OR FLOSTONE) AS NECESSARY TO ACCOMMODATE NEW FLOOR COVERINGS.
  11. ALL DIMENSIONS ARE FROM FACE OF WALL SHEATHING, C.M.U., OR CONCRETE, UNLESS NOTED OTHERWISE.
  12. PROVIDE ISOLATION MATERIAL BETWEEN DISSIMILAR MATERIALS THAT ARE IN CONTACT WITH ONE ANOTHER.
  13. INFILL EXISTING OPENINGS AND/OR PENETRATIONS IN FLOORS, CEILINGS, WALLS, OR ROOF DECK. FIRE-RATING OF NEW CONSTRUCTION IS TO MATCH EXISTING.
  14. PATCH & REPAIR ALL MAJOR & MINOR BLEMISHES AS REQD. DUE TO DEMOLITION WORK. REPAIRS ARE TO MATCH ADJACENT MATERIAL & COLOR.
  15. PROVIDE SOLID, CONTINUOUS, NON COMBUSTIBLE BLOCKING AT LOCATIONS WHERE MILLWORK, PLUMBING FIXTURES, EQUIPMENT, ACCESSORIES, OR ETC. ATTACH TO WALLS OR CEILINGS.
  16. AT NEW DOORS IN EXISTING CMU WALLS TOOTH IN CMU WITH BULLNOSE CMU.



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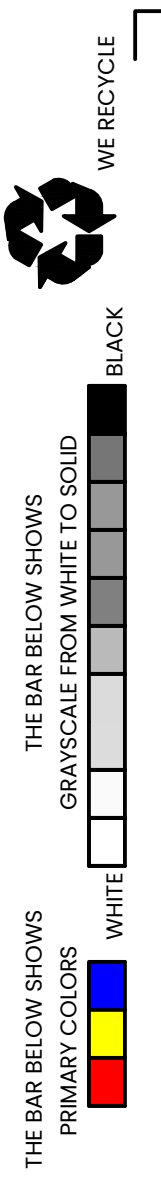


FLOOR PLAN - FIRST LEVEL - OVERALL  
 1/16" = 1'-0"

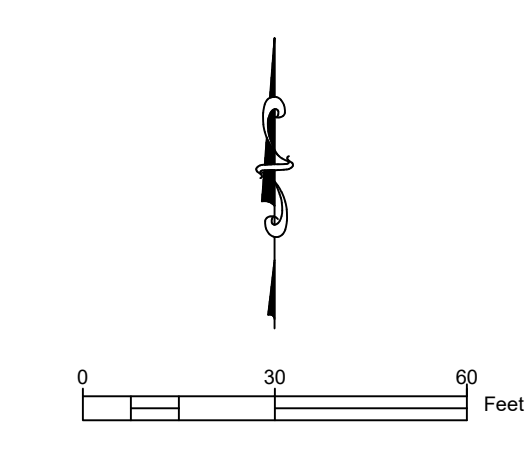
FLOOR PLAN - FIRST LEVEL - OVERALL  
 ALGER SCHOOL  
 921 ALGER STREET SE, GRAND RAPIDS, MI 49507

PHASE  
 100% CONSTRUCTION DOCUMENTS  
 ISSUANCES  
 # DESCRIPTION DATE  
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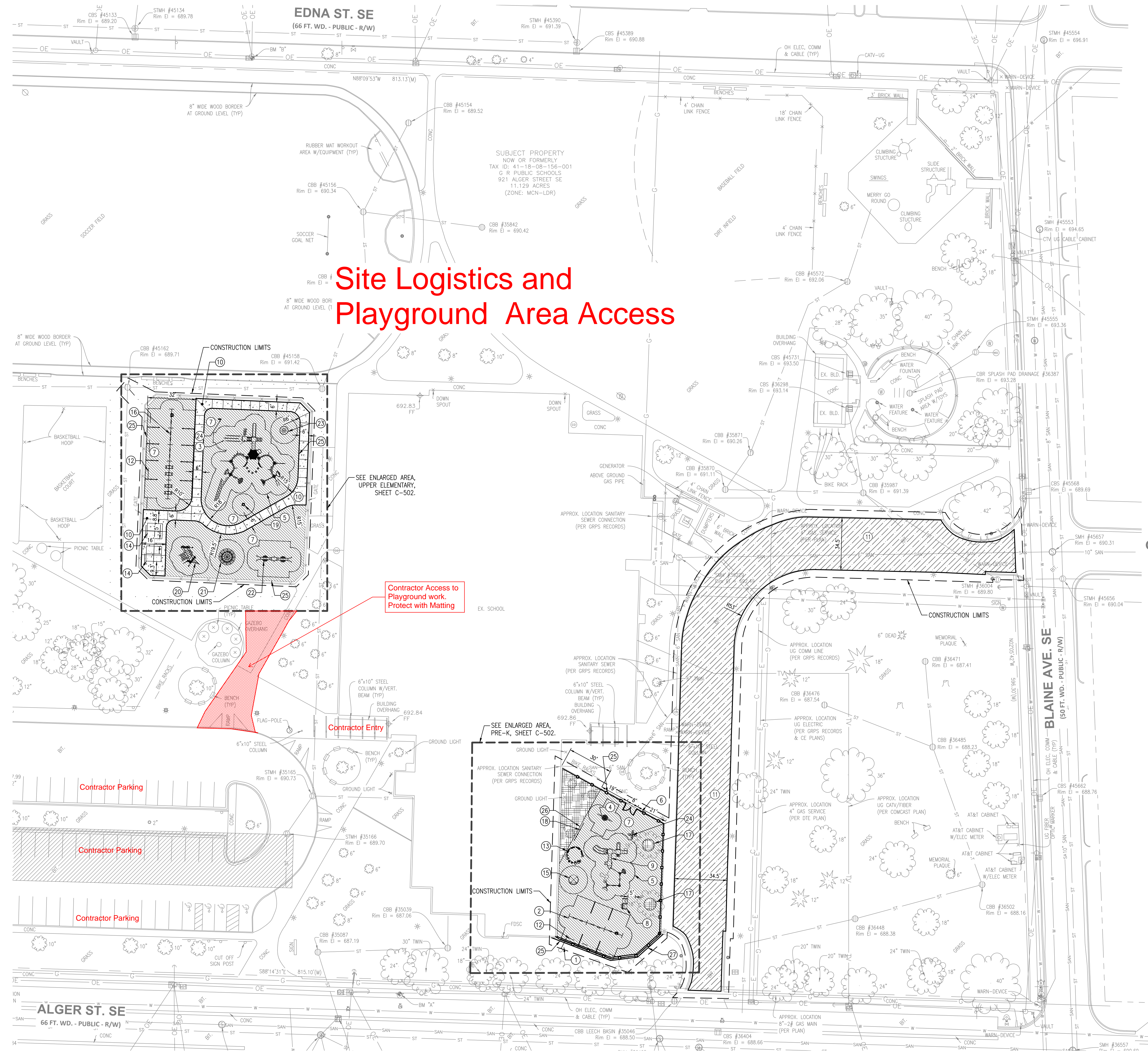
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BENCHMARKS	
B.M. #A - NW FLANGE BOLT HYD.	ELEV. 689.44'
B.M. #B - RR SPIKE SOUTH SIDE UTILITY POLE.	ELEV. 691.73'



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## Site Logistics and Playground Area Access

Contractor Access to Playground work. Protect with Matting

Contractor Entry

Contractor Parking

Contractor Parking

Contractor Parking

### SITE IMPROVEMENT LEGEND

- CONSTRUCTION LIMITS
- PERFORATED HDPE UNDERDRAIN
- PLANTING BED EDGING
- ASTM FALL ZONE
- HMA PAVEMENT
- COMPOST
- PLAYGROUND SURFACING
- CONCRETE SIDEWALK

### SITE IMPROVEMENT KEYNOTES

- 1 DRY WELL
- 2 SWINGSSET. SEE SHEET C-502. INCLUDE ONE ACCESSIBLE SEAT WITH RESTRAINT.
- 3 PLAY STRUCTURE, AGE 5-12. SEE SHEET C-502.
- 4 SAUCER WITH STAINLESS STEEL CHAIN. SEE SHEET C-502.
- 5 FALL ZONE, TYP.
- 6 4' CHAIN LINK FENCE AND GATE. COLOR: BLACK.
- 7 RUBBERIZED PLAYGROUND SURFACING. COLOR: GREEN. INSTALL ACCORDING TO MANUFACTURER'S INSTRUCTIONS. INSTALL WEAR MATS AT HIGH USE AREAS INCLUDING SWINGS AND SLIDE EXITS.
- 8 DRAMATIC PLAYHOUSE.
- 9 PLAY STRUCTURE, AGE 2-5. SEE SHEET C-502.
- 10 CONCRETE SIDEWALK.
- 11 HMA PAVEMENT OVERLAY.
- 12 HDPE UNDERDRAIN, TYP. SEE UTILITY PLAN.
- 13 DRUM CIRCLE. SEE SHEET C-502.
- 14 FOUR SQUARE COURT
- 15 INCLUSIVE WHIRL. SEE SHEET C-502.
- 16 SWINGSSET. SEE SHEET C-502.
- 17 ALUMINUM LANDSCAPE EDGING AROUND TREE TRUNK, 8" DIAMETER. PERMALOC OR EQUAL.
- 18 SENSORY WAVE WALL. SEE SHEET C-502.
- 19 SENSORY WAVE SEAT. SEE SHEET C-502.
- 20 METAL CLIMBER. SEE SHEET C-502.
- 21 VISTATREE CLIMBER. SEE SHEET C-502.
- 22 DOUBLE ARCH SWING. SEE SHEET C-502.
- 23 SPACE MODULE. SEE SHEET C-502.
- 24 PIANO SENSOR. SEE SHEET C-502.
- 25 FLUSH EDGE TREATMENT FOR RUBBERIZED SURFACING NEXT TO CONCRETE.
- 26 TAPERED EDGE TO LOOSE FILL TREATMENT FOR RUBBERIZED SURFACING NEXT TO COMPOST.
- 27 FENCE MAINTENANCE STRIP

### PLAYGROUND NOTES

1. CONTRACTOR SHALL FURNISH, ASSEMBLE AND INSTALL ALL PLAY EQUIPMENT AND MISCELLANEOUS PLAY ITEMS COMPLETE, UNLESS OTHERWISE NOTED.
2. THE EAST PLAY SPACE IS INTENDED FOR CHILDREN AGED 2-5. THE WEST PLAYGROUND IS INTENDED FOR CHILDREN AGED 5-12. INSTALL PLAY EQUIPMENT AND PLAY SURFACING ACCORDING TO MANUFACTURER'S INSTRUCTIONS.
3. THE PLAYGROUND SURFACING SHALL MEET MINIMUM DEPTH REQUIREMENT AS DETERMINED BY MANUFACTURER FOR SPECIFIED PLAY EQUIPMENT FALL HEIGHT.
4. REFER TO SHEET C-502 FOR ENLARGED PLAYGROUND EQUIPMENT BASIS OF DESIGN PLAN. DESIGN IS BASED ON EQUIPMENT BY GAMETIME. SEE SPECIFICATION SECTION 32-1816 FOR MORE INFORMATION.
5. PREFERRED PLAY EQUIPMENT COLORS ARE BLUE, ORANGE AND WHITE. PROVIDE COLOR SAMPLES TO OWNER FOR FINAL COLOR SELECTION.

## SITE IMPROVEMENTS PLAN

ALGER SCHOOL  
921 ALGER STREET SE, GRAND RAPIDS, MI 49507

### PHASE

100% CONSTRUCTION DOCUMENTS

### ISSUANCES

#	DESCRIPTION	DATE
0	100% CONSTRUCTION DOCUMENTS	21JAN2026

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