

**PROJECT MANUAL  
FOR**

**LED LIGHT FIXTURE REPLACEMENT  
VILLAGE OF NORTH AURORA  
25 E. STATE STREET  
NORTH AURORA, ILLINOIS 60542**

**OWNER**

**VILLAGE OF NORTH AURORA  
25 EAST STATE STREET  
NORTH AURORA, ILLINOIS 60542**

**ARCHITECT/ENGINEER**

**KLUBER ARCHITECTS + ENGINEERS  
10 S. SHUMWAY AVE.  
BATAVIA, ILLINOIS 60510**



DATE: MARCH 31, 2017  
PROJECT NO. 16-183-1097

**SECTION 00 01 01  
PROJECT TITLE PAGE**

**PROJECT MANUAL**

**FOR**

**VILLAGE OF NORTH AURORA - LED LIGHT FIXTURE REPLACEMENT  
25 E. STATE STREET  
NORTH AURORA, IL, 60542**

**OWNER**

**VILLAGE OF NORTH AURORA  
25 E. STATE STREET  
NORTH AURORA, IL, 60542**

**ARCHITECT/ENGINEER**

**KLUBER ARCHITECTS + ENGINEERS  
10 S. SHUMWAY AVE.  
BATAVIA, ILLINOIS 60510**

**END OF DOCUMENT**

**SECTION 00 01 07  
SEALS PAGE**

**1.01 DESIGN PROFESSIONALS' SEALS**

A. ELECTRICAL ENGINEER

**END OF DOCUMENT**

**SECTION 00 01 10  
TABLE OF CONTENTS**

<b>PROCUREMENT AND CONTRACTING REQUIREMENTS</b>	<b>PAGES</b>
<b>INTRODUCTORY INFORMATION</b>	
00 01 01      Project Title Page	00 01 01-1-1
00 01 07      Seals Page	00 01 07-1-1
00 01 10      Table of Contents	00 01 10-1-2
00 01 15      Drawing Index	00 01 15-1-1
<b>BIDDING REQUIREMENTS</b>	
00 11 13      Advertisement for Bids	00 11 13-1-2
00 21 13      Instructions to Bidders	00 21 13-1-1
00 22 13      Supplementary Instructions to Bidders	00 22 13-1-3
00 31 13      Preliminary Schedule	00 31 13-1-1
00 41 13      Bid Form - Stipulated Sum	00 41 13-1-3
00 43 13      Bid Security Form	00 43 13-1-1
00 43 14      Bid Form Supplement - Bidders Certification	00 43 14-1-1
00 45 13      Bidder's Qualifications	00 45 13-1-2
00 45 46.01      Contractor's Certification of Legal Eligibility for Bidding	00 45 46.01-1-1
00 45 46.02      Contractor's Drug-Free Workplace Certification	00 45 46.02-1-1
00 45 46.03      Sexual Harassment Certificate	00 45 46.03-1-1
<b>CONTRACTING REQUIREMENTS</b>	
00 52 00      Agreement Form	00 52 00-1-1
00 60 00      Project Forms	00 60 00-1-1
00 72 00      General Conditions	00 72 00-1-1
00 73 00      Supplementary Conditions	00 73 00-1-10
00 73 40      Labor and Wage Requirements	00 73 40-1-1
<b>SPECIFICATIONS</b>	<b>PAGES</b>
<b>DIVISION 01 -- GENERAL REQUIREMENTS</b>	
01 10 00      Summary	01 10 00-1-1
01 20 00      Price and Payment Procedures	01 20 00-1-4
01 30 00      Administrative Requirements (1 page attachment)	01 30 00-1-4
01 40 00      Quality Requirements	01 40-00-1-2
01 41 00      Regulatory Requirements	01 41 00-1-2
01 42 00      References	01 42 00-1-4
01 50 00      Temporary Facilities and Controls	01 50 00-1-1
01 60 00      Product Requirements (1 page attachment)	01 60 00-1-3
01 70 00      Execution and Closeout Requirements	01 70 00-1-6
01 78 00      Closeout Submittals	01 78 00-1-5
<b>DIVISION 26 -- ELECTRICAL</b>	
26 05 00      Basic Electrical Requirements	26 05 00-1-4
26 56 00      Exterior Lighting	26 56 00-1-7
<b>DIVISION 31 -- EARTHWORK</b>	
16-183-1097 / 1097 - Village of North Aurora - LED Street Light Fixture	00 01 10 - 1   TABLE OF CONTENTS

31 23 16

Excavation

31 23 16-1-1

**END OF SECTION**

**SECTION 00 01 15**  
**DRAWING INDEX**

**GENERAL**

G100 COVER SHEET, GENERAL NOTES, SYMBOLS & DRAWING INDEX

**ELECTRICAL**

E050 ELECTRICAL ABBREVIATIONS, SYMBOLS LIST & BASE BID #2

E100 ELECTRICAL STREET LIGHTING PLAN

E101 ELECTRICAL STREET LIGHTING PLAN, DETAILS & SCHEDULES

**END OF DOCUMENT**

**SECTION 00 11 13  
ADVERTISEMENT FOR BIDS**

**PROJECT: VILLAGE OF NORTH AURORA - LED LIGHT FIXTURE REPLACEMENT  
25 E. STATE STREET  
NORTH AURORA, IL, 60542**

**OWNER: VILLAGE OF NORTH AURORA  
25 E. STATE STREET  
NORTH AURORA, IL, 60542**

**ARCHITECT/  
ENGINEER: KLUBER ARCHITECTS + ENGINEERS  
10 S. SHUMWAY AVENUE  
BATAVIA, ILLINOIS 60510**

**DESCRIPTION OF THE WORK:**

The Owner will receive bids for the removal of existing exterior street lights and replacement with new LED fixtures.

**TIME OF COMPLETION:**

The Work will commence on, and be performed such that the Project will be Substantially Complete as indicated in the Document 00 31 13 - Preliminary Schedule.

**BID OPENING:**

Sealed bids for all Contracts will be received by the Owner until 10:00 a.m. on May 2, 2017 in a sealed envelope addressed with the name of the Bidder, Owner, name and number of Contract, and the date and time of the Bid. Deliver to the Village of North Aurora, 25 East State Street, North Aurora, Illinois 60542. Bids will be publicly opened at that time.

**EXAMINATION AND PROCUREMENT OF DOCUMENTS:**

The Bidding Documents will consist of one full set of Drawings and one Project Manual.

The Bidding Documents may be viewed free of charge online at <http://northaurora.org/government/rfq-bidding.aspx> after 8:00 am on April 5, 2017.

The Bidding Documents may be examined at the Architect's office:  
Batavia, Illinois Office: 10 S. Shumway Ave., Batavia, IL 60510.

**BID SECURITY:**

A Bid security in the amount of 10 percent of the total Bid is required.

**PRE-BID MEETING:**

A pre-bid meeting will be held at Village of North Aurora, 25 E. State Street, North Aurora, IL 60542. at 10:00 a.m. on April 19, 2017. This is a mandatory meeting. Failure to attend may lead to the disqualification of the bid.

**RIGHT TO REJECT BIDS:**

The Owner reserves the right to reject any and all bids and to waive any errors, omissions or irregularities in the bids or the bidding procedure when, in the opinion of the Owner, such action will serve its best interests. Any bid which is not accompanied by the required bid security or by any other documents or certifications required by the Bidding Documents, and any bid which is in any way incomplete or irregular, is subject to rejection at the sole discretion of the Owner.

**GOVERNING LAWS AND REGULATIONS:**

Prevailing wage rates will apply and must be included in the Bid amount.

**END OF DOCUMENT**



**SECTION 00 21 13**  
**INSTRUCTIONS TO BIDDERS**

**1.01 FORM OF INSTRUCTIONS TO BIDDERS**

- A. AIA Document A701 (1997 Edition) - Instructions To Bidders is hereby made part of the Bidding Requirements to the same extent as if written out in full.
- B. The above document may be examined at the Architect's office or purchased at the American Institute of Architects, <http://www.aia.org/contractdocs/>.

**END OF DOCUMENT**

**SECTION 00 22 13**  
**SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

**1.01 GENERAL**

- A. These Supplementary Instructions To Bidders modify, amend or supplement the Instructions To Bidders (AIA Document A701, 1997 Edition). Provisions which are not so modified, amended or supplemented remain in full force and effect.

**1.02 ARTICLE 2 BIDDER'S REPRESENTATIONS**

- A. Add new Section 2.1.5 to read as follows:  
"§ 2.1.5 The Bidder acknowledges that some of the existing conditions shown in the Bidding Documents are presented for information as an approximation and are not a substitute for the Bidder's required field verification of existing conditions relating to the Work. Failure to make the necessary field examinations will not relieve the Bidder from any of the requirements of the Contract Documents."
- B. Add new Section 2.1.6 to read as follows:  
"§ 2.1.6 The submission of a Bid will constitute an incontrovertible representation by the Bidder that he has complied with every requirement of Article 2 and that the Bidding Documents are sufficient in scope and detail to indicate and convey understanding of all the terms and conditions for execution of the Work."

**1.03 ARTICLE 3 BIDDING DOCUMENTS**

A. 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

1. Append the following to the end of Section 3.2.2:  
"Questions about the meaning or intent of the Bidding Documents shall be submitted to the Architect in writing (fax is acceptable). Replies will be issued by Addenda faxed, mailed or delivered to all Bid Document recipients. Questions received less than seven days prior to the Bid opening date will not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect."

B. 3.3 SUBSTITUTIONS

1. Append the following to the end of Section 3.3.2:  
"Substitution requests must be submitted in writing to the Architect with substantiating data as required in Section 01600. Oral requests will not be taken."

**1.04 ARTICLE 4 BIDDING PROCEDURES**

A. 4.1 PREPARATION OF BIDS

1. Append the following to the end of Section 4.1.1:  
"Bids shall be submitted in duplicate."
2. Delete the last sentence of Section 4.1.3 and replace with the following:  
"In case of discrepancy, the amount written in figures shall govern."
3. Append the following to the end of Section 4.1.7:  
"A Bid submitted by a Partnership shall be signed by all of the partners, or by an attorney-in-fact. If signed by an attorney in fact, the attached power of attorney shall be executed by the partners."

B. Add new Section 4.5 to read as follows:

"§ 4.5 PRE-BID MEETING

§ 4.5.1 A pre-bid conference has been scheduled as designated in the Advertisement for Bids. Representatives of the Owner and Architect will be in attendance. Information relevant to the Bid Documents will be recorded in an Addendum to be issued to all Bid Document recipients."

**1.05 ARTICLE 5 CONSIDERATION OF BIDS**

- A. Delete the last sentence of Section 5.1 and replace with the following:

"After bids are opened and read aloud, a copy of each bid shall be placed on file in the Clerk's office for public inspection and shall remain there as provided by Statute."

**B. 5.2 REJECTION OF BIDS**

1. Delete Section 5.2 REJECTION OF BIDS in its entirety and replace with the following:

"§ 5.2 REJECTION OF BIDS

§ 5.2.1 The Owner reserves the right to waive technicalities and reject any or all bids and to accept the bid deemed most advantageous to it. Any bid which is not accompanied by the required bid security or by any other documents or certifications required by the Bidding Documents, and any bid which is in any way incomplete or irregular, is subject to rejection at the sole discretion of the Owner.

§ 5.2.2 No bid will be considered unless the party submitting the bid shall furnish evidence satisfactory to the Owner that he has the necessary facilities, ability and pecuniary resources to fulfill the conditions of the contract.

§ 5.2.3 Bids which are noticeably unbalanced may be voided at the sole discretion of the Owner.

§ 5.2.4 No Contract will be awarded to any person, firm or corporation that has been delinquent or unfaithful in any former Contract with the Owner, or whose surety is a defaulter upon any obligation to the Owner."

**C. 5.3 ACCEPTANCE OF BID (AWARD)**

1. Add new Section 5.3.3 to read as follows:

"§ 5.3.3 Contracts shall be awarded to the lowest responsible bidder on the basis of bid that is in the best interest of the Owner to accept. In awarding the Contract, in addition to price, the Owner will consider:

.1The ability, capability and skill of the bidder to perform the Contract and to provide the service required;

.2Whether the bidder can perform the Contract or provide the service promptly or within the time specified without delay or interference;

.3The character, integrity, reputation, judgement, experience, and efficiency of the bidder;

.4The quality of the performance on previous Contracts or services;

.5The existing and previous compliance by the bidder with the laws and ordinances relating to the Contract or Services;

.6The sufficiency of the financial resources and ability of the bidder to perform the Contract or perform the services;

.7The quality, availability and adaptability of the supplies or contractual services to the particular use required;

.8The ability of the bidder to provide future maintenance and service for the use of the subject Contract;

.9The number and scope of conditions attached to the bid."

2. Add new Section 5.3.4 to read as follows:

"§ 5.3.4 Awards, if any, will be made only upon the basis, which in the judgement of the Owner, will be most advantageous to it and then only to the party (or parties) submitting the lowest responsible bid (or bids) upon the particular basis selected by the Owner for award of contract as indicated in Document 00101 - Advertisement for Bids."

3. Add new Section 5.3.5 to read as follows:

"§ 5.3.5 The Contract shall be deemed as have been awarded when formal notice of award shall have duly served upon the intended awardee (i.e. the bidder to whom the Owner contemplates awarding the contract) by some officer or agent of the Owner duly authorized to give such notice."

**1.06 ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND**

**A. 7.1 BOND REQUIREMENTS**

1. Delete Section 7.1.1 in its entirety and replace with the following:

"§ 7.1.1 The Bidder shall furnish Performance and Payment Bonds in accordance with the Supplementary Conditions."

**END OF DOCUMENT**

**SECTION 00 31 13**  
**PRELIMINARY SCHEDULE**

**1.01 GENERAL**

- A. The following represents the preliminary construction schedule for the Work. This schedule is the current estimate of the Owner to be used for purposes of bidding. All Bidders shall include the costs of all overtime, double-shift, or so-called "premium" time that may be necessary to meet this milestone.

**1.02 PRELIMINARY SCHEDULE**

- A. Award of Contract: May/June 2017.
- B. Commencement of Construction: June 2017.
- C. Substantial Completion: August 2017.
- D. Project Closeout: September 2017.

**END OF DOCUMENT**

**SECTION 00 41 13  
BID FORM - STIPULATED SUM  
SINGLE CONTRACT**

**PROJECT:** VILLAGE OF NORTH AURORA - LED LIGHT FIXTURE REPLACEMENT  
25 E. STATE STREET  
NORTH AURORA, IL, 60542

**BID TO:** VILLAGE OF NORTH AURORA  
25 E. STATE STREET  
NORTH AURORA, IL, 60542

**BID FROM:** CORPORATE \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE NO.: \_\_\_\_\_  
FAX NO.: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PERSON: \_\_\_\_\_

**1.01 ACCEPTANCE**

**THE UNDERSIGNED BIDDER AGREES, IF THIS BID IS ACCEPTED, TO ENTER INTO AN AGREEMENT WITH THE OWNER, IN THE FORM INCLUDED IN THE BIDDING DOCUMENTS, TO PERFORM AND FURNISH THE WORK AS INDICATED IN THE BIDDING DOCUMENTS FOR THE BID PRICE AND WITHIN THE BID TIMES INDICATED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT DOCUMENTS.**

**1.02 ACKNOWLEDGMENTS**

**IN SUBMITTING THIS BID, THE BIDDER REPRESENTS THAT:**

- A. This Bid will remain open for acceptance for a period of 90 days from the Bid opening date;
- B. The Owner has the right to reject this Bid;
- C. The Bidder accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding the disposition of the Bid;
- D. The Bidder agrees to sign and submit the Agreement and other documents required by the Bidding Requirements within 15 days after the Owner's Notice of Award;
- E. The Bidder has examined the complete set of Bidding Documents;
- F. The Bidder has visited the site and become familiar with the general, local, and site conditions;
- G. The Bidder is familiar with Federal, State and Local Laws and Regulations;
- H. The Bidder has correlated the information known to the Bidder; information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents;
- I. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an Agreement or rules or group, association, organization, or corporation;

J. The Bidder has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; sought by collusion to obtain for itself an advantage over another Bidder or over the Owner;

K. The Bidder has received the following Addenda, receipt of which is hereby acknowledged:

- 1. Addendum No. \_\_\_\_\_ Date \_\_\_\_\_
- 2. Addendum No. \_\_\_\_\_ Date \_\_\_\_\_
- 3. Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**THE BIDDER UNDERSTANDS THAT, IN SUBMITTING THIS BID, HE WAIVES ALL RIGHT TO PLEAD ANY MISUNDERSTANDINGS REGARDING THE FOREGOING.**

**1.03 SINGLE CONTRACT - BASE BID PRICE:**

- A. Refer to Section 01 10 00 - Summary.
- B. The Bidder will complete the Work of the Project in accordance with the Contract Documents for the following price:

- 1. Stipulated Sum Base Bid Price No. 1 - North Aurora Subdivisions:

\_\_\_\_\_

(Use Numerals)

\_\_\_\_\_

(Use Words)

- 2. Stipulated Sum Base Bid Price No. 2 - Messenger Library Parking Lot:

\_\_\_\_\_

(Use Numerals)

\_\_\_\_\_

(Use Words)

**1.04 BID BOND**

- A. The Bidder has attached the required bid security in the form described by Document 00 45 46.01 - Contractor's Certification of Legal Eligibility for Bidding with this Bid.

**1.05 CONTRACT TIME**

- A. The Bidder agrees to begin and complete Work as indicated in Document 00 31 13 - Preliminary Schedule.

**1.06 OTHER BID FORM SUPPLEMENTS**

- A. The following additional Documents are attached to and made a condition of this Bid:
  - 1. Document 00 45 13 - Bidder's Qualifications.
  - 2. Document 00 45 46.01 - Contractor's Certification of Legal Eligibility for Bidding.
  - 3. Document 00 45 46.02 - Contractor's Drug-Free Workplace Certification.
  - 4. Document 00 45 46.03 - Sexual Harassment Certificate.

**1.07 SIGNATURES**

- A. Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

- B. Type of Firm: (check one)

\_\_\_\_\_ Individual

- \_\_\_\_\_ Partnership
- \_\_\_\_\_ Corporation
- \_\_\_\_\_ Joint Venture

C. Corporate Seal:(SEAL)

D. Full name of firm: \_\_\_\_\_

E. Authorized Signing Officer: \_\_\_\_\_  
Title: \_\_\_\_\_

F. Authorized Signing Officer: \_\_\_\_\_  
Title: \_\_\_\_\_

**END OF DOCUMENT**



**SECTION 00 43 13**  
**BID SECURITY FORM**

**1.01 FORM OF BID BOND**

- A. AIA Document A310 (2010 Edition) - Bid Bond Form.
- B. The above document may be examined at the Architect's office or purchased at the American Institute of Architects, <http://www.aia.org/contractdocs/>.

**END OF DOCUMENT**

**SECTION 00 43 14  
BID FORM SUPPLEMENT - BIDDER'S CERTIFICATION**

**1.01 VILLAGE OF NORTH AURORA APPLICATION FOR CONTRACTOR REGISTRATION FORM  
ATTACHED (2 PAGES).**

**END OF DOCUMENT**



Village of North Aurora  
25 E. State Street  
North Aurora, Illinois 60542

[www.vil.north-aurora.il.us](http://www.vil.north-aurora.il.us)

Community Development  
Phone: (630) 897-1457  
Fax: (630) 897-0269

## APPLICATION FOR CONTRACTOR REGISTRATION

GENERAL CONTRACTOR \_\_\_\_ SUB-CONTRACTOR \_\_\_\_ (INCLUDE GENERAL CONTRACTOR'S NAME)

\_\_\_\_\_ PLUMBING/ROOFING REGISTRATION \_\_\_\_

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_ CELL NO. \_\_\_\_\_

E-MAIL \_\_\_\_\_ CONTACT: \_\_\_\_\_

CITY ELECTRICAL STATE ROOFING/PLUMBING LIC. # \_\_\_\_\_  
(Attach a copy to this application)

TYPE OF BUSINESS: \_\_\_\_\_

BUSINESS OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

INSURANCE AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

PROOF OF INSURANCE SUBMITTED

PROOF OF BONDING SUBMITTED  
(\$20,000)

FEE SUBMITTED:  \$150.00  OR \$25.00 (STATE PLUMBING or ROOFING LICENSE  
HOLDERS)

NO REGISTRATION SHALL BECOME EFFECTIVE UNTIL SUCH DATE AS THE REQUIRED PROOF OF INSURANCE AND OR BONDING HAS BEEN SUBMITTED AND IS ON FILE WITH THE VILLAGE.

(OVER)

INSURANCE AND BONDING MUST BE MAINTAINED THROUGHOUT REGISTRATION PERIOD OR REGISTRATION WILL BE SUSPENDED OR REVOKED.

I HEREBY CERTIFY THAT I AM FAMILIAR WITH ALL THE PERTINENT VILLAGE ORDINANCES, CODES AND REGULATIONS INCLUDING THE BUILDING CODE APPLICABLE TO THE BUSINESS THAT I AM ENGAGED IN AND THAT I AGREE TO COMPLY WITH SAME.

---

OWNER OR AUTHORIZED PERSON'S SIGNATURE

DATE

**FOR OFFICE USE ONLY**

LICENSE NO. \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

PROOF OF INSURANCE SUBMITTED: \_\_\_\_\_

PROOF OF BONDING SUBMITTED: \_\_\_\_\_

**SECTION 00 45 13  
BIDDER'S QUALIFICATIONS**

**ALL QUESTIONS MUST BE ANSWERED AND THE DATA GIVEN MUST BE CLEAR AND COMPREHENSIVE. THIS STATEMENT MUST BE NOTARIZED. ATTACH ADDITIONAL PAGES IF NEEDED.**

1. Name of Bidder \_\_\_\_\_
2. Names of principals \_\_\_\_\_
3. Names of authorized signatories \_\_\_\_\_
4. Permanent main office address \_\_\_\_\_
5. When organized \_\_\_\_\_
6. Where incorporated \_\_\_\_\_
7. How many years engaged in contracting business under present company name?  
\_\_\_\_\_
8. Previous names of companies in which the principals listed in Item 2. above have engaged in the contracting business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. List contracts on hand by name of contract and gross amount  
\_\_\_\_\_  
\_\_\_\_\_
10. Have you ever defaulted on a contract? \_\_\_\_\_  
If so, where and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Have you ever refused to sign a contract at your original bid? \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Names, background, experience and current workload of the principal members of your personnel, including the office:  
Name Background Years in Contracting Current Workload  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

13. Furnish written evidence of amount and type of credit available.
14. Will you, upon request, submit a detailed Financial Statement and furnish any other information that may be required by the Owner? \_\_\_\_\_
15. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Owner, in verification of the recitals comprising the Bid Form Supplement - Contractor's Qualifications.

Dated at \_\_\_\_\_,

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

\_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Bidder's Representative)

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

**END OF DOCUMENT**

**SECTION 00 45 46.01  
CONTRACTOR'S CERTIFICATION OF LEGAL ELIGIBILITY FOR BIDDING**

**1.01 CONTRACTOR'S CERTIFICATION OF LEGAL ELIGIBILITY FOR BIDDING**

A. \_\_\_\_\_ as part of its bid on a contract for the project  
(Name of Contractor)

as identified in Document 00 01 01, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: \_\_\_\_\_  
Authorized Agent of Contractor

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

**END OF DOCUMENT**

**SECTION 00 45 46.02  
CONTRACTOR'S DRUG-FREE WORKPLACE CERTIFICATION**

**1.01 PURSUANT TO CHAPTER 30, SECTION 580/1 OF THE ILLINOIS COMPILED STATUTES (30 ILCS 580/1) ET. SEQ. ENTITLED "DRUG FREE WORKPLACE ACT", THE UNDERSIGNED CONTRACTOR HEREBY CERTIFIES TO THE CONTRACTING AGENCY THAT IT WILL PROVIDE A DRUG-FREE WORKPLACE BY:**

- A. Publishing a statement:
  - 1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's of contractor's workplace.
  - 2. Specifying the actions that will be taken against employees for violations of such prohibition.
  - 3. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - a. abide by the terms of the statement; and
    - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. Establishing a drug free awareness program to inform employees about:
  - 1. the dangers of drug abuse in the workplace;
  - 2. the grantee's or contractor's policy of maintaining drug free workplace;
  - 3. any available drug counseling, rehabilitation, and employee assistance program; and
  - 4. the penalties that may be imposed upon employees for drug violations.
- C. Making it a requirement to give a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- D. Notifying the contracting agency within 10 days after receiving notice under part (B) of paragraph (3) of subsection (a) from an employee or otherwise receiving actual notice of such conviction.
- E. Imposing a sanction on, or requiring the satisfactory participation in a drug assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 (30 ILCS 580/5) of the Act.
- F. Assisting employees in selecting a course of action in the event drug counseling treatment, and rehabilitation is required and indicating that a trained referral team in place.
- G. Making a good faith effort to continue to maintain a drug free workplace through implementation of this Section.

**1.02 FAILURE TO ABIDE BY THIS CERTIFICATION SHALL SUBJECT THE CONTRACTOR TO THE PENALTIES PROVIDED IN SECTION 6 (30 ILCS 580/6) OF THE ACT.**

\_\_\_\_\_  
Contractor

ATTEST:

\_\_\_\_\_

DATE: \_\_\_\_\_

**END OF DOCUMENT**



**SECTION 00 45 46.03  
SEXUAL HARASSMENT CERTIFICATE**

\_\_\_\_\_ **HEREINAFTER REFERRED TO AS  
"CONTRACTOR" HEREBY CERTIFIES THAT SAID CONTRACTOR HAS A WRITTEN SEXUAL  
HARASSMENT POLICY IN PLACE IN FULL COMPLIANCE WITH 775 ILCS 5/2-105(A)(4)  
INCLUDING THE FOLLOWING INFORMATION:**

1. An acknowledgment of the illegality of sexual harassment.
2. The definition of sexual harassment under State law.
3. A description of sexual harassment, utilizing examples.
4. The contractor's internal complaint process including penalties.
5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission.
6. Directions on how to contact the Department of the Commission.
7. An acknowledgment of protection of a complaint against retaliation as provided in Section 6-101 of the Human Rights Act.
8. Each contractor must provide a copy of such written policy to the Illinois Department of Human Rights upon request.

By: \_\_\_\_\_  
Authorized Agent of Contractor

Subscribed and sworn to before me

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

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

**END OF DOCUMENT**

**SECTION 00 52 00**  
**AGREEMENT FORM**

**1.01 FORM OF AGREEMENT**

- A. AIA Document A101, Owner-Contractor Agreement Form - Stipulated Sum (2007 Edition), forms the basis of Contract between the Owner and Contractor.
- B. The above document may be examined at the Architect's office or purchased at the American Institute of Architects, <http://www.aia.org/contractdocs/>.

**1.02 RELATED REQUIREMENTS**

- A. Document 00 73 00 - Supplementary Conditions.

**END OF DOCUMENT**

**SECTION 00 60 00**  
**PROJECT FORMS**

**1.01 FORMS OF BONDS AND CERTIFICATES**

- A. Performance and Payment Bonds: AIA Document A312 - Performance Bond and Payment Bond.
- B. Consents of Surety:
  - 1. AIA Document G707A - Consent of Surety to Final Reduction in or Partial Release of Retainage.
  - 2. AIA Document G707 - Consent of Surety to Final Payment.
- C. The above documents may be examined at the Architect's office or purchased at the American Institute of Architects, <http://www.aia.org/contractdocs/>.

**END OF DOCUMENT**

**SECTION 00 72 00  
GENERAL CONDITIONS**

**1.01 FORM OF GENERAL CONDITIONS**

- A. The General Conditions applicable to this contract is attached following this page.
- B. AIA Document A201 - 2007 "General Conditions of the Contract for Construction" is the General Conditions between the Owner and Contractor.
- C. The above document may be examined at the Architect's office or purchased at the American Institute of Architects, <http://www.aia.org/contractdocs/>.

**1.02 RELATED REQUIREMENTS**

- A. SECTION 00 73 00 - Supplementary Conditions.

**1.03 SUPPLEMENTARY CONDITIONS**

- A. Refer to Document 00 73 00 for amendments to these General Conditions.

**END OF DOCUMENT**

**SECTION 00 73 00**  
**SUPPLEMENTARY CONDITIONS**

**1.01 GENERAL**

- A. The Supplementary Conditions contain modifications and additions to AIA Document A201 - 2007 "General Conditions of the Contract for Construction". Where a portion of the General Conditions is modified, deleted or voided by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

**1.02 ARTICLE 1 GENERAL PROVISIONS**

**A. § 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS**

1. Add new Section 1.2.2.1 as follows:

**"§ 1.2.2.1** Sections of Division 1 - General Requirements govern the execution of the Work of all Sections of the specifications."

**B. § 1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE**

1. After the first sentence of Section 1.5.1, insert the following:

"These Instruments of Service are the tangible rendering of professional opinions and service for the Owner and are not, therefore, a commodity, product or good. No warranties, express or implied, are made by the Architect to the Contractor concerning those Instruments of Service."

**1.03 ARTICLE 2 OWNER**

**A. § 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER**

1. Delete the third sentence of Section 2.2.1.

2. Delete Section 2.2.5 in its entirety and replace with the following:

**"§ 2.2.5** The Owner shall furnish to the Contractor one (1) PDF copy of the Contract Documents for the purposes of making reproductions pursuant to Section 1.5.2."

- B. Add new Section 2.5 as follows:

**"§ 2.5 OWNER'S REMEDIES NOT EXCLUSIVE**

**§ 2.5.1** The rights and remedies of Owner stated in this Article 2 shall be in addition to and not in limitation of any other rights of the Owner granted in the Contract Documents or at law or in equity."

**1.04 ARTICLE 3 CONTRACTOR**

**A. § 3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTACTOR**

1. Delete Section 3.2.1 in its entirety and replace with the following:

**"§ 3.2.1** Execution of the Contract by the Contractor is a representation by the Contractor that, prior to the submission of its bid, the Contractor (a) has visited and examined the Project site and is familiar with all of the conditions thereon; (b) has examined the nature, location and character of the general area in which the Project is located, including, without limitation, its climactic conditions, available labor supply, labor costs and available equipment supply and costs; and (c) has examined the quality and quantity of materials, supplies, tools, equipment, labor and professional services necessary to complete the Work in the manner and within the cost and time frame required by the Contract Documents."

2. Delete Section 3.2.3.

3. Add new Section 3.2.5 as follows:

**"§ 3.2.5** Prior to any excavation, the Contractor shall determine the locations of all existing water, gas, sewer, electric, telephone, telegraph, television, irrigation, petroleum pipelines, and other underground utilities and structures. Where the locations of existing underground and surface utilities and structures are indicated, these locations are generally approximate, and all items that may be encountered during the work are not necessarily indicated. The Contractor shall determine the

exact locations of all items indicated, and the existence and locations of all items not indicated."

**B. § 3.3 SUPERVISION AND CONSTRUCTION PROCEDURES**

1. Add new Sections 3.3.4 through 3.3.7 as follows:

"§ 3.3.4 The Contractor has the responsibility to ensure that all material suppliers and Subcontractors, their agents, and employees adhere to the Contract Documents, and that they order materials on time, taking into account the current market and delivery conditions and that they provide materials on time. The Contractor shall coordinate its Work, including without limitation, deliveries, storage, installations, and construction utilities with that of all others on the Project. The Contractor shall be responsible for the space requirements, locations, and routing of its equipment. In areas and locations where the proper and most effective space requirements, locations and routing cannot be made as indicated, the Contractor shall meet with all others involved, before installation, to plan the most effective method of overall installation.

§ 3.3.5 All manufactured articles, material and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned as directed by the manufacturer, unless herein specified to the contrary.

§ 3.3.6 After commencing the work, the Contractor shall use every precaution to avoid interferences with existing underground and surface utilities and structures, and protect them from damage. The Contractor shall repair or pay for all damage caused by his operations to all existing utility lines, public property, and private property, whether it is below ground or above ground, and he shall settle in total cost of all damage suits which may arise as a result of his operations at no additional costs to the Owner. To avoid unnecessary interferences or delays, the Contractor shall coordinate all utility removals, replacements and construction with the appropriate utility company. The cost of temporarily relocating utilities for convenience of the Contractor, shall be paid by Contractor.

**C. § 3.4 LABOR AND MATERIALS**

1. Delete Section 3.4.2 in its entirety and replace with the following:

"§ 3.4.2 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in Section **01 60 00 - Product Requirements**.

2. Add new Section 3.4.4 as follows:

"§ 3.4.4 The Contractor and each Subcontractor shall pay not less than the general prevailing rate of hourly wages for work of a similar character in the locality in which the work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime work in the performance of work under this Contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois. In accordance with applicable law, Contractor and each Subcontractor shall keep an accurate record showing the names and occupation of all laborers, workers and mechanics employed by them, and also showing the actual hourly wages paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor. The Contractor and each Subcontractor hereby agree, jointly and severally, to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act, or by any laborer, worker or mechanic employed by the Contractor or the Subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien or suit. Contractor must pay prevailing wages in effect at time labor is performed."

**D. § 3.6 TAXES**

1. Delete Section 3.6 in its entirety and replace with the following:

**"§ 3.6 TAXES**

The Owner is exempt from the Illinois Use Tax Act and the Retailer's Occupation Tax. Any taxes for which the Owner is not exempt shall be paid by the Contractor."

**E. § 3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS**

1. Delete Section 3.7.1 in its entirety.

**"§ 3.7.1** The Owner shall pay for the building permit. The Contractor shall obtain the building permit and shall obtain and pay for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded."

2. Delete Section 3.7.4 in its entirety.

**F. § 3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES**

1. Delete Section 3.10.1 in its entirety and replace with the following:

**"§ 3.10.1** The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall indicate the proposed completion dates for the various subdivisions of the Work, as well as the totality of the Work. The schedule shall be updated every thirty (30) days and submitted to the Architect with Contractor's Application for Payment. Each schedule shall contain a comparison of actual progress with the estimated progress for such point in time stated in the original schedule. If any schedule submitted sets forth a date for Completion for the Work or any phase of the Work beyond the date(s) of Completion established in the Contract (as the same may be extended as provided in the Contract Documents), then Contractor shall submit to Architect and Owner for their review and approval a narrative description of the means and methods which Contractor intends to employ to expedite the progress of the Work to ensure timely completion of the various phases of the Work as well as the totality of the Work. To ensure such timely completion, Contractor shall take all necessary action including, without limitation, increasing the number of personnel and labor on the Project and implementing overtime and double shifts. In that event, Contractor shall not be entitled to an adjustment in the Contract Sum or the schedule. The Owner may, at its discretion, choose to withhold any payment due the Contractor until an updated schedule is submitted. The Owner's or Architect's failure to object to a submitted schedule that exceeds the time limits current under the Contract Documents shall not relieve the Contractor of its obligations to meet the time limits in the Contract Documents, nor shall it make the Owner or Architect liable for any of the Contractor's damages incurred as a result of increased construction time or not meeting the time limits in the Contract Documents. Similarly, the Owner's or Architect's failure to object to a Contractor's schedule showing completion in advance of the time limits in the Contract Documents shall not create or infer any rights in favor of the Contractor for acceleration of the Work.

**G. § 3.18 INDEMNIFICATION**

1. Delete Section 3.18.1 and replace with the following:

**"§ 3.18.1** To the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Owner and shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs), arising out of or resulting from the performance of the Contractor's work provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which the Owner would otherwise have. The Contractor

shall similarly, protect, indemnify and hold and save harmless, the Owner, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract."

2. Add new Section 3.18.1.1 as follows:

"§ 3.18.1.1 The Contractor and every subcontractor expressly waive all so-called Kotecki rights under the Illinois workers' compensation statutes even though owner has retained all such rights."

## **1.05 ARTICLE 7 CHANGES IN THE WORK**

### **A. § 7.1 GENERAL**

1. Add new Section 7.1.4 as follows:

"§ 7.1.4 For adjustments to the Contract Sum based on other than the unit price method, overhead, profit and general conditions combined shall be calculated at the following percentages of the cost attributable to the change in the work:

.1 For the Contractor, for any Work performed by the Contractor's own forces: 10 percent of the cost.

.2 For the Contractor, for Work performed by his Subcontractor: 5 percent of the amount due the Subcontractor.

.3 For each Subcontractor or Sub-subcontractor involved, for any Work performed by the Subcontractor's own forces: 10 percent of the cost.

.4 For each Subcontractor, for Work performed by his Sub-subcontractors: 5 percent of the amount due the Sub-subcontractor.

.5 All proposals, except those less than \$200.00, shall be accompanied by a complete itemization of costs including labor, materials and subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are subcontracts, they shall be itemized also. In no case will a change involving over \$200.00 be approved without such itemization."

### **B. § 7.3 CONSTRUCTION CHANGE DIRECTIVES**

1. In the first sentence of Section 7.3.7, delete the words: "as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount." and replace with the words: "in accordance with Section 7.1.4".

## **1.06 ARTICLE 9 PAYMENTS AND COMPLETION**

### **A. § 9.3 APPLICATIONS FOR PAYMENT**

1. Add new Section 9.3.1.3 as follows:

"§ 9.3.1.3 Until substantial completion, the Owner shall pay 90 percent of the amount due the Contractor on account of progress payments."

2. Add new Section 9.3.2.1 as follows:

"§ 9.3.2.1 In accordance with Section 9.3.2, the Contractor shall be permitted to make written petition to the Owner requesting payment for 75% of the cost of materials and equipment suitably stored off the site at a location agreed upon in writing between the Owner and the Contractor. In order to receive such payment, title to the materials and/or equipment must pass to the Owner; the materials and/or equipment must be stored in a protected, insured facility agreed to by the Owner, with the Owner named as an additional insured; and all storage costs and costs associated with handling and transporting the materials and/or equipment to the Project site must be paid for by the Contractor."

### **B. § 9.8 SUBSTANTIAL COMPLETION**

1. Delete the last sentence of Section 9.8.5 and replace with the following: "The payment shall be sufficient to increase the total payments to 95 percent of the Contract sum, less such amounts as the Architect shall determine for incomplete Work and unsettled claims."

### **C. § 9.10 FINAL COMPLETION AND FINAL PAYMENT**

1. Delete Section 9.10.4 in its entirety.



## 1.07 ARTICLE 11 INSURANCE AND BONDS

### A. § 11.1 CONTRACTOR'S LIABILITY INSURANCE

1. Delete the semicolon at the end of Clause 11.1.1.1 and append the following: ", including private entities performing work at the site and exempt from the coverage on account of number of employees or occupation, which entities shall maintain voluntary compensation coverage at the same limits specified for mandatory coverage for the duration of the project;"
2. Delete the semicolon at the end of Clause 11.1.1.2 and append the following: ", or persons or entities excluded by statute from the requirements of Clause 11.1.1.1 but required by the contract documents to provide the insurance required by that clause;"
3. Delete the semicolon at the end of Clause 11.1.1.6 and append the following: ", and coverage should be written on a comprehensive automobile policy which will include coverage for owned, non-owned and hired motor vehicles."
4. Add new Section 11.1.2.1 as follows:

**"§ 11.1.2.1** The insurance required by Section 11.1.1 shall be written for not less than the following limits, or greater if required by law:

  - 1) Workers' Compensation:
    - (a) State: Statutory
    - (b) Applicable Federal (e.g., Longshoremen's): Statutory
    - (c) Employer's Liability
      - (1) \$500,000.00 Per Accident
      - (2) \$500,000.00 Disease, Policy Limit
      - (3) \$500,000.00 Disease, Each Employee
  - 2) If written under Comprehensive General Liability Policy Form (including sub-lines specified in Clause 11.1.1.8):
    - (a) Bodily Injury:
      - (1) \$1,000,000.00 Per Occurrence
      - (2) \$3,000,000.00 Aggregate Per Project
    - (b) Property Damage:
      - (1) \$1,000,000.00 Per Occurrence
      - (2) \$3,000,000.00 Aggregate Per Project
    - (c) Bodily Injury and Property Damage combined:
      - (1) \$1,000,000.00 Per Occurrence
      - (2) \$3,000,000.00 Aggregate Per Project
    - (d) Personal Injury:
      - (1) \$3,000,000.00 Aggregate Per Project
  - 3) If written under Commercial General Liability Policy Form:
    - (a) \$3,000,000.00 General Aggregate Per Project
    - (b) \$1,000,000.00 Products Completed Operations Aggregate
    - (c) \$1,000,000.00 Personal and Advertising Injury
    - (d) \$1,000,000.00 Per Occurrence
    - (e) \$ 50,000.00 Fire Damage (any one fire)
    - (f) \$ 5,000.00 Medical Expense (any one person)
  - 4) Business Automobile Liability (including owned, non-owned and hired vehicles):
    - (a) Bodily Injury:
      - (1) \$1,000,000.00 Per Person
      - (2) \$3,000,000.00 Per Accident
    - (b) Property Damage:
      - (1) \$1,000,000.00 Per Occurrence
    - (c) Bodily Injury and Property Damage Combined:
      - (1) \$1,000,000.00 Per Occurrence
  - 5) Umbrella Excess Liability:
    - (a) \$2,000,000.00 over Primary Insurance
    - (b) \$2,000,000.00 Retention for Self-Insured Hazards Each Occurrence"

5. Add new Sections 11.1.2.2 through 11.1.2.6 as follows:
- § 11.1.2.2** Liability insurance should be written on the comprehensive general liability basis, and shall include, but not be limited to the following sub-lines:
- 1) Premises and Operations including x, c, u coverages (explosion, collapse, underground).
  - 2) Products and Completed Operations.
  - 3) Independent Contractor's Protective.
  - 4) Broad Form Comprehensive General Liability Endorsement:
    - (a) Contractual Liability, including contractors obligation under Section 3.18.
    - (b) Personal Injury & Advertising Injury Liability
    - (c) Premises Medical Payments
    - (d) Host Liquor Law Liability
    - (e) Fire Legal Liability - Real Property
    - (f) Broad Form Property Damage Liability (including completed Operations)
    - (g) Incidental Medical Malpractice Liability
    - (h) Non-owned Watercraft Liability
    - (i) Limited Worldwide Liability
    - (j) Additional Persons Insured, including employees for personal and advertising injury.
    - (k) Extended Bodily Injury Liability
    - (l) Automatic Coverage - Newly acquired Organizations (90 days)
- § 11.1.2.3** If liability insurance is written under the new simplified form Commercial General Liability, the above listed coverages should be included.
- § 11.1.2.4** If the General Liability coverages are provided by a Commercial General Liability Policy on a claims-made basis, the policy date or retroactive date shall predate the contract; the termination date of the policy shall be no earlier than the termination date of coverages required to be maintained after final payment, certified in accordance with Section 9.10.2, and extended period endorsement "Supplemental Tail", must be purchased."
- § 11.1.2.5** All policies of insurance purchased or maintained in fulfillment of Section 11.1.1 shall name the Owner and Architect as additional insureds on a primary and noncontributory basis thereunder.
- 11.1.2.6** The Contractor shall provide the Owner with the Original policy and shall furnish the Architect with a memorandum copy of said policy. The additional insureds on the Contractor's Liability policy shall be:

VILLAGE OF NORTH AURORA  
 25 E. STATE STREET  
 NORTH AURORA, IL, 60542

KLUBER, INC.  
 10 S. Shumway Ave.  
 Batavia, Illinois 60510

6. In Section 11.1.3:
- a. In the second sentence, delete the words "Section 11.1" and replace with the words "Article 11".
  - b. Append the following sentence to the end of the Section:  
 "On the Certificate of Insurance, delete in the cancellation provision the following words, "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives"."
7. Add new Section 11.1.3.1 as follows:

"§ 11.1.3.1 Failure of the Owner to demand any certificate, policy, endorsement or other evidence of full compliance with the insurance requirements of Article 11 or failure of the Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Contractor's obligation to maintain such insurance. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Owner."

8. Add new Section 11.1.5 as follows:

"§ 11.1.5 Nothing contained in the insurance requirements of the Contract Documents is to be construed as limiting the liability of the Contractor, the liability of any Subcontractor or any tier or either of their respective insurance carriers. The Owner, does not in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Owner, Contractor, Architect, or any Subcontractor's interests or liabilities but are merely at minimums. The obligation of the Contractor, the Architect, and any Subcontractor of any tier to purchase insurance, shall not, in any way, limit their obligations to the Owner in the event the Owner should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of the loss which is not covered by either the Contractor's or any Subcontractor's insurance."

**B. § 11.3 PROPERTY INSURANCE**

1. In the last sentence of Section 11.3.1, after "Owner," insert "the Architect,".
2. Delete Section 11.3.1.2. in its entirety.
3. Delete Section 11.3.1.3. in its entirety.
4. Delete Section 11.3.3 in its entirety.
5. Delete Section 11.3.5 in its entirety.
6. Delete Section 11.3.6 in its entirety.
7. Delete Section 11.3.7 in its entirety.
8. In the fourth sentence of Section 11.3.9 delete the phrase, "or as determined in accordance with the method of binding dispute resolution selected in the Agreement between the Owner and Contractor."

**C. § 11.4 PERFORMANCE AND PAYMENT BOND**

1. Delete Section 11.4.1 in its entirety and replace with the following:

"§ 11.4.1 The Contractor, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connections with the Contract Documents. Such bonds shall be on standard AIA Documents, issued by the American Institute of Architects, shall be issued by a surety satisfactory to the Owner, and shall name the Owner as primary co-obligee.

§ 11.4.1.1 The Contractor shall deliver the required bonds to the Owner not later than three days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds shall be furnished.

§ 11.4.1.2 The Contractor shall require the attorney-in-fact who executed the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney."

2. Add new Section 11.4.3 as follows:

"§ 11.4.3 Whenever the Contractor shall be and is declared by Owner to be in default under the Contract, the Surety and the Contractor are each responsible to make full payment to the Owner or any and all extra Work incurred by the Architect as a result of the Contractor's default, and to pay to Owner all attorney's fees and court costs

incurred by Owner as a result of the Contractor's default, and in protecting Owner's rights under the Agreement to remedy Contractor's default."

3. Add new Section 11.4.4 as follows:

**"§ 11.4.4** The Contractor shall (i) furnish all Surety Company's bonds through Surety Company's local agents approved by and/or as directed by Owner; (ii) fully covered and guarantee with said bond the faithful performance and completion of the entire Contract, including without limitation, the faithful performance of prevailing wage requirements; and (iii) guarantee with said bond payment in all cases by the Contractor or by the Surety Company for all labor performed, material and supplies furnished with the entire Work in the Contract. Said Bond shall remain in full force and effect during the entire period of all general guarantees given by the Contractor with the Contract as called for in the Specifications and Contract, except in cases where other bonds are specifically called for in the specifications and Contract in connection with special guarantees."

- D. Add new Section 11.5 as follows:

**"§ 11.5 OWNERS AND CONTRACTORS PROTECTIVE LIABILITY INSURANCE**

**§ 11.5.1** The Contractor shall purchase and maintain Owners and Contractors Protective (OCP) liability insurance covering the Owner's contingent liability for claims which may arise from operations under the Contract and that will protect the Owner and the Architect and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work specifically pertaining to the Illinois Structural Works Act, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is cause in whole or in part by any negligent act of omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, including by assignment, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph. The minimum Per Occurrence and Aggregate limits of liability purchased for such coverage shall be equal, respectively, to the Per Occurrence and Aggregate limits required for the Contractor's Liability insurance, as listed in Section 11.1.2.1, above.

**§ 11.5.2** In any and all claims against the Owner or the Architect or any of their agents or employees by any employee of the Contractor, any other contractor assigned to the Contractor, Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the insurance obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen's Compensation Acts, disability benefit acts or other employee benefit acts.

**§ 11.5.3** The insurance obligations of the Contractor under this Section shall not extend to the liability of the Architect, his agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications or (2) the giving of or failure to give directions or instruction by the Architect, his agents or employees provided that such giving or failure to give is the primary cause of the injury damage.

**§ 11.5.4** The Contractor shall provide the Owner with the Original policy and shall furnish the Architect with a memorandum copy of said policy. The named insured on the Owners and Contractors Protective (OCP) liability policy shall be:

VILLAGE OF NORTH AURORA  
25 E. STATE STREET  
NORTH AURORA, IL, 60542

KLUBER, INC.  
10 S. Shumway Ave.

**1.08 ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**

**A. § 12.2.2 AFTER SUBSTANTIAL COMPLETION**

1. Delete Sections 12.2.2.1, 12.2.2.2 and 12.2.2.3 in their entireties and replace with the following:

**§ 12.2.2.1** In addition to the Contractor's obligations under Section 3.5, if, within two years after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the two-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.4.

**§ 12.2.2.2** The two-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

**§ 12.2.2.3** The two-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2."

2. Delete Section 12.2.2.5 in its entirety and replace with the following:

**§ 12.2.2.5** Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the two-year period for correction of Work as described in Section 12.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced nor the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work."

**1.09 ARTICLE 13 MISCELLANEOUS PROVISIONS**

**A. § 13.6 INTEREST**

1. Delete Section 13.6 in its entirety. All references to interest payments throughout the Contract Documents are hereby voided.

**B. Add Section 13.8 as follows:**

**§ 13.8 REGULATIONS**

**§ 13.8.1** The Contractor or Subcontractor warrants that he is familiar with and he shall comply with Federal, State and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract including without limitation Workmen's Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours. No plea of misunderstanding or ignorance thereof will be considered.

**§ 13.8.2** Whenever required, the Contractor or Subcontractor shall furnish the Architect and Owner with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.

**§ 13.8.3** Each bidder shall carefully examine the Occupational Safety and health Act as issued by the Federal Register (OSHA), and the specific regulations governing procedures, techniques, safety precautions, equipment design, and the configuration of the same as required under this Act and each bidder agrees as evidenced by his submission of a bid to comply with all terms of the Act and to perform and complete in a workmanlike manner all work required in full compliance with said Act.

**§ 13.8.4** Each bidder agrees as evidenced by his submission of a bid to comply with all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.

**§ 13.8.5** At all times Contractor shall remain in compliance with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1, et seq.,) and the Illinois Human Rights Act (775 ILCS 5/2-101, et seq.,) and in addition shall at all times comply with Section 2-105 of the Illinois Human Rights Act.

**§ 13.8.6** By execution of this Contract, the Contractor understands, represents and warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 13 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract."

C. Add Section 13.9 as follows:

**"§ 13.9 PREVAILING WAGES**

**§ 13.9.1** The Contractor and all Subcontractors shall pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with the Prevailing Wage Act (820 ILCS 130/0.01 et seq.). The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible for maintain accurate records as required by the prevailing wage statute and shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work.

**13.9.2** The Contractor shall provide certified payroll records in accordance with the requirements established by the Prevailing Wage Act (820 ILCS 130/5) as amended 8/10/2005 by Illinois Public Act 94-0515."

**1.10 ARTICLE 15 CLAIMS AND DISPUTES**

A. **§ 15.1.6 CLAIMS FOR CONSEQUENTIAL DAMAGES**

1. Delete Section 15.1.6 in its entirety.

B. **§ 15.2 INITIAL DECISION**

1. Delete Section 15.2.1 in its entirety and replace with the following:

**"§ 15.2.1** Claims, excluding those arising under Sections 10.3, 10.4, 11.3.9 and 11.3.10, may be referred to the Initial Decision Maker for action. A decision by the Initial Decision Maker shall not be binding and shall not be required as a condition precedent to litigation."

**END OF SECTION**

**SECTION 00 73 40**  
**LABOR AND WAGE REQUIREMENTS**

**1.01 LABOR AND WAGE REQUIREMENTS**

- A. In the employment and use of labor, the Contractor and his subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.
- B. Wage Guidelines:
  - 1. Prevailing Rate of Wages: All Contracts for the work herein are subject to the provisions of the Illinois Prevailing Wages Act (820 ILCS 130/et seq.) providing for the payment of prevailing rate of wages to all Laborers, Workmen, and Mechanics engaged on the work, which such provisions shall be applicable to all subcontractors and material men as well as the Contractor. The Owner may at any time inquire of the Contractor as to rates of wages being paid employees of the Contractor, any Subcontractor or material men, whereupon such information shall be promptly provided to the Owner.
    - a. The terms "generally prevailing rate of hourly wages," "generally prevailing rate of wages," or "prevailing rate of wages," mean the hourly cash wage plus fringe benefits for health and welfare, insurance, vacations, and pensions paid generally, in the locality in which the work is being performed, to employees engaged in work of a similar character on public works.
  - 2. The Contractor shall not pay less than the rates of wages prevailing the District as determined by the Illinois Department of Labor to all Laborers, Mechanics and Workers performing any work under this Contract.
    - a. Only such laborers, workers and mechanics as are directly employed by the Contractor or Subcontractors in actual construction work on the site of the Project, and laborers, workers and mechanics engaged in the transportation of materials and equipment to or from the site, but not including the transportation by sellers and suppliers or the manufacture or processing of materials or equipment, in the execution of the Work shall be deemed to be employed on the Project for purposes of compliance with the Illinois Statutory requirements.
  - 3. The Contractor shall require all of its Subcontractors to comply with the requirements of the preceding paragraphs, which shall be incorporated in each and every subcontract for all or any portion of the Work.
  - 4. The Contractor will cooperate and coordinate his work with any subcontractors that the Owner has working on the Project at the same time.
  - 5. Future increases to wage rates and material cost over the course of the contract time will not be born by the Owner. Contractor to include in his Base Bid.
- C. Certified Payroll Requirements: For all of the Contractor's, its Subcontractors' and Sub-subcontractors' laborers, mechanics and other workers employed on the Project, the Contractor shall submit monthly, and with each Application For Payment, certified payroll records in accordance with State of Illinois, Department of Labor, 8/10/2005 Prevailing Wage Act Changes; "Certified Payroll Requirements" (Public Act 94-0515).

**1.02 WAGE DETERMINATION SCHEDULE**

- A. Contact the Illinois Department of Labor for the most recent revisions to the Prevailing Rate of Wages.

**END OF DOCUMENT**

## SECTION 01 10 00

### SUMMARY

#### PART 1 GENERAL

##### 1.01 PROJECT

- A. Project Name: VILLAGE OF NORTH AURORA - LED LIGHT FIXTURE REPLACEMENT.
- B. Owner's Name: Village of North Aurora.
- C. Architect's Name: Kluber Architects + Engineers.
- D. The Project consists of the replacement of existing LED exterior light fixtures.

##### 1.02 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 00 52 00 - Agreement Form.

##### 1.03 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of alterations work is shown on drawings.
- B. Electrical Power and Lighting: Alter existing system and add new construction, keeping existing in operation.

##### 1.04 WORK BY OWNER

- A. Items noted NIC (Not in Contract) will be supplied and installed by Owner before Substantial Completion. Some items include:
  - 1. Owner will restore the disturbed landscaping. Contractor to provide rough grading..

##### 1.05 OWNER OCCUPANCY

- A. Owner intends to occupy the Project upon Substantial Completion.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

##### 1.06 CONTRACTOR USE OF SITE AND PREMISES

- A. Arrange use of site and premises to allow:
  - 1. Use of site and premises by the public.
- B. Provide access to and from site as required by law and by Owner:
  - 1. Do not obstruct roadways, sidewalks, or other public ways without permit.
- C. Time Restrictions:
  - 1. Limit conduct of Work per Village Ordinance
- D. Utility Outages and Shutdown:
  - 1. Limit shutdown of utility services to 4 hours at a time, arranged at least 72 hours in advance with Owner.
  - 2. Prevent accidental disruption of utility services to other facilities.

##### 1.07 WORK SEQUENCE

- A. Coordinate construction schedule and operations with Owner.

#### PART 2 PRODUCTS - NOT USED

#### PART 3 EXECUTION - NOT USED

END OF SECTION



**SECTION 01 20 00**  
**PRICE AND PAYMENT PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Correlation of Contractor submittals based on changes.
- E. Procedures for preparation and submittal of application for final payment.

**1.02 RELATED REQUIREMENTS**

- A. Document 00 52 00 - Agreement Form: Contract Sum, retainages, payment period.
- B. Document 00 72 00 - General Conditions and Document 00 73 00 - Supplementary Conditions: Additional requirements for progress payments, final payment, changes in the Work.
- C. Document 00 73 00 - Supplementary Conditions: Percentage allowances for Contractor's overhead and profit.
- D. Section 01 77 00 - Closeout Procedures: Final Payment.

**1.03 SCHEDULE OF VALUES**

- A. Form to be used: AIA Form G703 - Application and Certificate for Payment Continuation Sheet.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- C. Forms filled out by hand will not be accepted.
- D. Submit Schedule of Values to the Architect/Engineer at earliest possible date, but no later than 14 days prior to first Pay Request Meeting.
  - 1. After review by the Architect/Engineer, revise and resubmit Schedule as directed.
- E. Format: Utilize the Table of Contents of this Project Manual as a format for the listing of the Work.
- F. Identify as separate line items on the Schedule the costs for the following items: Bonds, Insurance, Site Mobilization, each Allowance scheduled in Section 01 21 00, Construction Submittals, General Conditions, Overhead And Profit, Demonstration And Training, Closeout Submittals, and Materials.
- G. Submit Schedule of Values in sufficient detail for the Architect/Engineer to use in evaluation of Applications for Payment.
  - 1. Itemize the cost of the work of:
    - a. Contractor's own labor forces.
    - b. Subcontractors.
    - c. Suppliers of products and equipment.
- H. Revise Schedule of Values to list approved Change Orders, with each Application For Payment.

**1.04 APPLICATIONS FOR PROGRESS PAYMENTS**

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Form to be used: AIA G702 Application and Certificate for Payment and AIA G703 - Continuation Sheet.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. For each item, provide a column for listing each of the following:
  - 1. Item Number.

2. Description of work.
  3. Scheduled Values.
  4. Previous Applications.
  5. Work in Place and Stored Materials under this Application.
  6. Authorized Change Orders.
  7. Total Completed and Stored to Date of Application.
  8. Percentage of Completion.
  9. Balance to Finish.
  10. Retainage.
- F. Execute certification by signature of authorized officer.
- G. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.
- H. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.
- I. Submit one pencil/draft copy of each Application for Payment to the Architect/Engineer at least 7 days prior to the due date for the submission of the Application.
- J. Contractor or Architect may schedule a Pay Request Meeting to review the pencil/draft copy of the Application for agreement with the progress of the Work.
- K. After receipt of Architect/Engineer's review comments, submit three final copies, signed and notarized, of each Application for Payment.
- L. Include the following with the application:
1. Transmittal letter as specified for Submittals in Section 01 30 00.
  2. Construction progress schedule, revised and current as specified in Section 01 30 00.
  3. Contractor's partial waiver of lien in the amount of the Application for Payment as well as trailing partial waivers of lien for subcontractors and suppliers who were included in the previous Application for Payment, to the extent of that payment.
    - a. When an Application shows completion of a subcontractor or supplier item, submit a final or full waiver for that item.
    - b. Waivers of lien shall be submitted on forms and executed in a manner acceptable to the Owner.
  4. Certified payroll records for the Contractor and for all Subcontractors and Sub-subcontractors employed on the Project who performed work on the Project during the Payment Period.
    - a. Contractor shall assemble his and all subcontractor and sub-subcontractor records prior to submitting each Application for Payment.
    - b. Contractor shall provide his and all subcontractor and sub-subcontractor records according to Elgin Community College's Prevailing Wage / Certified Payroll Process as outlined at this website address:  
[http://www.elgin.edu/uploadedFiles/About\\_ECC/Facilities\\_Campus\\_Master\\_Plan/Prevailing-Wage-Certified-Payroll-Process.pdf](http://www.elgin.edu/uploadedFiles/About_ECC/Facilities_Campus_Master_Plan/Prevailing-Wage-Certified-Payroll-Process.pdf)
    - c. Applications for Payment submitted without certified payroll records or with incomplete certified payroll records will result in payment being delayed until the Contractor complies fully with the requirements set forth in the preceding paragraphs.
  5. Affidavits attesting to products or equipment suitably stored off-site in a bonded warehouse. Payments for materials stored off-site shall be conditioned upon submission of bills of sale, applicable insurance, and any other documentation or procedures satisfactory to the Owner to establish the Owner's title to such materials, or otherwise protect the Owner's interest.
- M. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

## 1.05 MODIFICATION PROCEDURES

- A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to the Contract Documents.
- B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.
- C. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
  - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
  - 2. Promptly execute the change.
- D. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 10 days.
- E. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01 60 00.
- F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
  - 1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
  - 2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
  - 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
  - 4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.
- G. Substantiation of Costs: Provide full information required for evaluation.
  - 1. On request, provide following data:
    - a. Quantities of products, labor, and equipment.
    - b. Taxes, insurance, and bonds.
    - c. Overhead and profit.
    - d. Justification for any change in Contract Time.
    - e. Credit for deletions from Contract, similarly documented.
  - 2. Support each claim for additional costs with additional information:
    - a. Origin and date of claim.
    - b. Dates and times work was performed, and by whom.
    - c. Time records and wage rates paid.
    - d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
  - 3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.

- J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- K. Promptly enter changes in Project Record Documents.

**1.06 APPLICATION FOR FINAL PAYMENT**

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
  - 1. All closeout procedures specified in Sections 01 70 00 and 01 77 00.
  - 2. Procedures outlined in Article 9 of the General Conditions as amended.
- C. The submittal of Final Waiver of Lien and the acceptance of the final payment by the Contractor shall be held to be a waiver of any and all claims against the Owner arising from, out of, or in any connection with the Contract.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 30 00**  
**ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Preconstruction meeting.
- B. Site mobilization meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Submittals for review, information, and project closeout.
- F. Architect/Engineer-provided CAD files.
- G. Submittal procedures.

**1.02 RELATED REQUIREMENTS**

- A. Document 00 72 00 - General Conditions: Dates for applications for payment.
- B. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.
- C. Section 01 78 00 - Closeout Submittals: Project record documents.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PRECONSTRUCTION MEETING**

- A. Architect will schedule a meeting after Notice of Award.
- B. Attendance required:
  - 1. Owner.
  - 2. Architect.
  - 3. Contractor.
- C. Agenda:
  - 1. Architect will prepare agenda and minutes for this meeting.

**3.02 PROGRESS MEETINGS**

- A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required:
  - 1. Contractor.
  - 2. Owner.
  - 3. Architect.
  - 4. Contractor's Superintendent.
  - 5. Major Subcontractors.
- D. Agenda:
  - 1. Review minutes of previous meetings.
  - 2. Review of Work progress.
  - 3. Field observations, problems, and decisions.
  - 4. Identification of problems that impede, or will impede, planned progress.
  - 5. Review of Submittals schedule and status of Submittals.
  - 6. Review of off-site fabrication and delivery schedules.
  - 7. Maintenance of progress schedule.
  - 8. Corrective measures to regain projected schedules.

9. Planned progress during succeeding work period.
  10. Maintenance of quality and work standards.
  11. Effect of proposed changes on progress schedule and coordination.
  12. Other business relating to Work.
- E. Record minutes and distribute copies within 2 days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

### **3.03 CONSTRUCTION PROGRESS SCHEDULE**

- A. Within 7 days after date of the Agreement, submit preliminary schedule.
- B. If preliminary schedule requires revision after review, submit revised schedule within 7 days.
- C. Submit updated schedule with each Application for Payment.

### **3.04 SUBMITTALS FOR REVIEW**

- A. When the following are specified in individual sections, submit them for review:
  1. Product data.
  2. Shop drawings.
- B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- C. After review, provide copies and distribute in accordance with Submittal PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

### **3.05 SUBMITTALS FOR INFORMATION**

- A. When the following are specified in individual sections, submit them for information:
  1. Design data.
  2. Certificates.
  3. Test reports.
  4. Inspection reports.
  5. Manufacturer's instructions.
  6. Manufacturer's field reports.
  7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be taken.

### **3.06 SUBMITTALS FOR PROJECT CLOSEOUT**

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

### **3.07 ARCHITECT/ENGINEER-PROVIDED CAD FILES**

- A. After the execution of the Contract, Architect will provide, free of charge, upon receipt of a properly completed and signed request utilizing "Electronic Data Transfer Consent Form" at the end of this Specification Section, CAD files depicting graphic information for the project as follows:
  1. Architectural Floor Plans: Column grid, walls, floors, stairs, doors, windows, room numbers, ceiling grid, mechanical diffusers, plumbing fixtures, sprinkler heads (if depicted in Bid Documents) and lights.

- B. Contractor acknowledges and accepts that the Architectural Floor Plans do not contain structural, mechanical, electrical, plumbing, fire protection and other building systems information depicted in the Bidding Documents. Examples of information not contained in these files include, but are not limited to, title blocks, keynotes, schedules, mechanical ductwork and equipment, electrical device symbols, circuit numbers and home runs, plumbing equipment, piping runs and riser diagrams, and architectural/engineering text or details. No other CAD files, data or information will be provided.
- C. Only requests from Prime Contractors will be honored. Subcontractors must obtain the files from their respective Prime Contractors.
- D. In submitting a request, Contractor acknowledges that:
  1. Architect/Engineer bears no responsibility for the data or its transmission,
  2. Use of the data by the Contractor or his Subcontractors in no way relieves the Contractor of his obligations under the Contract,
  3. Contractor is solely liable for any and all claims arising from any and all products generated by the Contractor or its Subcontractors employing the data,
  4. Contractor and its Subcontractors have a limited, non-exclusive license to use the data solely in connection with the Work of the Project, and that
  5. Architect/Engineer retains all rights, including copyright, to the data.

### **3.08 NUMBER OF COPIES OF SUBMITTALS**

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.

### **3.09 SUBMITTAL PROCEDURES**

- A. Shop Drawing Procedures:
  1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related Work.
  2. Generic, non-project specific information submitted as shop drawings do not meet the requirements for shop drawings.
- B. Transmit each Submittal with a copy of approved Submittal form.
- C. Transmit each Submittal with AIA Form G810.
- D. Sequentially number the transmittal form. Revise Submittals with original number and a sequential alphabetic suffix.
- E. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- F. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- G. Deliver Submittals to Architect at business address.
- H. Schedule Submittals to expedite the Project, and coordinate submission of related items.
- I. For each Submittal for review, allow 20 days excluding delivery time to and from the Contractor.
- J. Clearly identify variations from the Contract Documents. Regardless of the type of variation, Contractor is solely responsible for errors in the field that arise from Submittal variations from the requirements of the Contract Documents if those variations were not expressly noted to specifically identify for and describe to the reviewer the nature of the variation from the Contract Documents.
- K. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- L. Correlate submitted items with specified products; clearly indicate the specified product that corresponds to each submitted item.

- M. When options or optional features available for a Product are indicated in a Submittal, and selections for those options/features are indicated in the Contract Documents, identify on the Submittal the selection indicated in the Contract Documents.
- N. Provide space for Contractor and Architect review stamps.
- O. When revised for resubmission, using clouds, highlights or other means acceptable to the Architect, identify all changes made since previous submission. Resubmittals that do not clearly identify all changes may be delayed and/or returned to the Contractor unreviewed.
- P. The Contractor is entitled to 1 Resubmittals of any Shop Drawing, Product Data, or Closeout Submittal item rejected by the Architect or returned by the Architect for further action. Thereafter, the Contractor shall pay the cost of all further Architect's reviews of Shop Drawing, Product Data or Closeout Submittal, at a rate of \$200.00/hour. Cost of such further reviews will be deducted from the Contract Sum by Change Order.
- Q. Distribute reviewed Submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- R. Submittals not requested will not be recognized or processed.
- S. Submittal reviews may be delayed and/or Submittals may be returned unreviewed for any of the following reasons:
  - 1. Submittals submitted outside the scheduled dates of the Submittal Schedule.
  - 2. Submittals are incomplete or are missing information.
  - 3. Submittals are not submitted in accordance with procedures outlined in this Section (i.e. spec Section number not indicated, missing Contractor's review stamp, submitted items not correlated with specified products).

**END OF SECTION**



**ELECTRONIC DATA TRANSFER CONSENT FORM**

Project Name: VILLAGE OF NORTH AURORA  
25 E STATE STREET  
NORTH AURORA, IL 60542

Project No.: 16-183-1097

Owner: VILLAGE OF NORTH AURORA

Your Work: \_\_\_\_\_

KLUBER, INC. (hereinafter referred to as "Kluber") an Illinois corporation, is providing electronic data to you solely at your request and for your convenience. By accepting and opening any of the electronic data files, you agree that Kluber bears no liability for the data or its transmission to you and that you are solely liable for any and all claims referring or relating to any and all products you, or your Subcontractors, may generate with the data.

You acknowledge that you have a limited non-exclusive license to use the information solely in connection with your work on the project captioned above, and that Kluber retains all rights, including copyright, to the data.

Acknowledged by: \_\_\_\_\_  
(Printed Name) (Signature)

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

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

Architectural Floor Plans are transmitted for the contractors' use as backgrounds for shop drawings and as-built drawings, and, as such, contain graphic information for column grid, walls, floors, stairs, doors, windows, room numbers, ceiling grid, lights, diffusers and sprinkler heads where indicated on Bid Documents. Plans do not contain title blocks, keynotes, schedules, mechanical ductwork and equipment, electrical device symbols, circuit numbers and home runs, plumbing equipment, piping runs and riser diagrams, and architectural/engineering text and details. Plans depict entire floors and are not formatted, partial plans as depicted in the Bidding Documents. Files are provided in R2013 .DWG format.)

**SECTION 01 40 00**  
**QUALITY REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Submittals.
- B. Control of installation.
- C. Tolerances.
- D. Defect Assessment.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 41 00 - Regulatory Requirements.
- B. Section 01 42 00 - References.
- C. Section 01 60 00 - Product Requirements: Requirements for material and product quality.

**1.03 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Design Data: Submit for Architect's knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for Owner's information.
- C. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
  - 1. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- D. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

**1.04 REGULATORY REQUIREMENTS - SEE SECTION 01 41 00**

**1.05 REFERENCES AND STANDARDS - SEE SECTION 01 42 00**

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

### **3.02 TOLERANCES**

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

### **3.03 DEFECT ASSESSMENT**

- A. Test Results: The testing agency shall report test results in writing to Architect and Contractor within 24 hours of test.
- B. If, in the opinion of Owner, it is not practical to remove and replace the Work, Owner will direct an appropriate remedy or adjust payment.

**END OF SECTION**

**SECTION 01 41 00**  
**REGULATORY REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. General.
- B. Definitions.
- C. Quality Assurance.
- D. Regulatory Requirements.

**1.02 RELATED SECTIONS**

- A. Section 01 10 00 - Summary.
- B. Section 01 42 00 - References.

**1.03 GENERAL**

- A. Comply with all applicable laws, rules, regulations, codes and ordinances.
- B. If the Contractor observes that the Contract Documents may be at variance with specified codes, notify the Architect immediately. Architect shall issue all changes in accordance with the General Conditions.
- C. It shall not be the Contractor's primary responsibility to make certain that the Contract Documents are in accordance with all applicable laws, rules and regulations, however, when the Contractor performs work knowing or having reason to know that the work in question is contrary to applicable laws, rules, and regulations, and fails to notify the Architect, the Contractor shall pay all costs arising therefrom.

**1.04 DEFINITIONS**

- A. Definitions:
  - 1. Codes: Codes are statutory requirements, rules or regulations of governmental entities.
  - 2. Standards: Standards are requirements that have been established as accepted criteria, set general consent.

**1.05 QUALITY ASSURANCE**

- A. The Architect/Engineer has designed the project to applicable code requirements and has copies of said codes available for the Contractor's inspection.
- B. The Contractor shall:
  - 1. Ensure that copies of codes and standards referenced herein or specified in individual specifications sections are available to Contractor's personnel, agents, and Sub-Contractors.
  - 2. Ensure that Contractor's personnel, agents, and Sub-Contractors are familiar with the workmanship and requirements of applicable codes and standards.

**1.06 REGULATORY REQUIREMENTS**

- A. Source and Requirements: Verify amendments with local code officials.
  - 1. Local code requirements:
    - a. ICC International Building Code, 2009 Edition.
    - b. ICC International Mechanical Code, 2009 Edition.
    - c. ICC International Fire Code, 2009 Edition.
    - d. ICC International Property Maintenance Code, 2009 Edition.
    - e. National Electrical Code, 2008 Edition.
  - 2. State code requirements:
    - a. Capital Development Board (CDB):
      - 1) Illinois Accessibility Code, 1997 Edition.
      - 2) Illinois Energy Conservation Code (ICC International Energy Conservation Code, 2012 Edition, with State of Illinois modifications.

- b. Illinois Department of Labor (IDOL): Safety Glazing Materials Act - Illinois Revised Statutes, chap. 111 1/2, paragraph 3101, et seq.
  - c. Illinois Department of Public Health (IDPH):
    - 1) Illinois Plumbing Code (Illinois Administrative Code, Title 77, Chapter I, Subchapter r, Part 890).
  - d. Illinois Environmental Protection Agency (IEPA):
    - 1) Air-Pollution Standards.
    - 2) Noise Pollution Standards.
    - 3) Water Pollution Standards.
    - 4) Public Water Supplies
    - 5) Solid Waste Standards.
    - 6) Illinois Recommended Standards for Sewage Works (Illinois Administrative Code, Title 35, Subtitle C, Chapter II, Part 370).
  - e. Illinois State Fire Marshal (OSFM):
    - 1) Boiler & Pressure Vessel Safety Code (Illinois Administrative Code, Title 44, Chapter I, Part 120).
    - 2) Illinois Rules & Regulations for Fire Prevention & Safety (as amended).
    - 3) Gasoline and Volatile Oils (Illinois Revised Statutes, chap. 17 1/2, paragraph 31, et seq.).
3. Information and Requirements for Utility Services: Local utility companies.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

## SECTION 01 42 00

### REFERENCES

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Drawing symbols, abbreviations and acronyms.
- B. Definitions of terms used throughout the Contract Documents.
- C. Explanation of specification format and content.
- D. Requirements relating to referenced standards.
- E. Applicability of referenced standards.
- F. List of industry organizations and certain of their respective documents.

##### 1.02 DRAWING SYMBOLS AND CONVENTIONS

- A. Abbreviations and graphic symbols are defined on the General Notes, Symbols & Abbreviations sheet of the drawings.
- B. Generally, symbols used on the mechanical and electrical drawings conform to those recommended by ASHRAE, though, where appropriate, these symbols are supplemented by more specific symbols as recommended by ASME, ASPE, or the IEEE.

##### 1.03 DEFINITIONS

- A. Where the terms "indicated", "noted", "scheduled", "shown", or "specified" are used it is to help locate the reference; no limitation on location is intended except as specifically noted.
- B. Where the terms "directed", "requested", "authorized", "approved", are used as in "directed by the Architect", no implied meaning shall be construed to extend the Architect's responsibilities into the Contractor's purview of construction supervision.
- C. Where the term "approved" is used in conjunction with the Architect's action on submittals, requests or applications it is limited to the duties of the Architect as described in the Agreement, and the General and Supplemental Conditions of the Contract. Such use of the term "approval" shall not limit or release the Contractor from his responsibility to fulfill Contract requirements.
- D. Where the term "regulations" is used it means all applicable statutes, laws, ordinances, and orders issued by authorities having jurisdiction, as well as construction industry standards, rules, or conventions that address performance of the Work.
- E. Where the term "furnish" is used it means supply, deliver, and unload to the construction site ready for assembly and incorporation into the Work.
- F. Where the term "install" is used it is meant to describe operations at the job site to include unloading, assembling, placing, anchoring, finishing, protecting, cleaning and all other similar operations required to fully incorporate an item into the Work.
- G. Where the term "provide" is used it means "furnish and install" as defined above.
- H. The "Project Site" is the space available to the Contractor for performance of construction activities. The Project Site may be for the exclusive use of the Contractor and his activities or may be used in conjunction with others with others performing other construction or related activities on the Project. The Extent of the Project Site is indicated on the Drawings.

##### 1.04 SPECIFICATION FORMAT AND CONTENT

- A. These Specifications are based on the Construction Specification Institute's 49 Division format and numbering system.
- B. Language used in the Specifications and other Contract Documents is an abbreviated type. Implied words and meanings will appropriately interpreted.
- C. Requirements expressed in imperative and streamlined language are to be performed by the Contractor. At certain locations in the text, subjective language may be used to describe responsibilities that must be fulfilled indirectly by the Contractor or others.

1. Whenever a colon (:) is used within a sentence or phrase, it shall be construed to mean the words "shall be".
- D. Use of certain terms such as "carpentry" is not intended to imply that certain activities must be performed by accredited or unionized individuals of a corresponding generic name. The Specifications do, however, require that certain construction activities shall be performed by specialists who are recognized experts in the operations to be performed. Specialists shall be used for said activities, however the final responsibility for fulfilling the requirements of the Contract remains the Contractor's.

#### **1.05 QUALITY ASSURANCE**

- A. For products or workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue specified in this section, except where a specific date is established by applicable code.
- C. Obtain copies of standards when required by the Contract Documents.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect shall be altered by the Contract Documents by mention or inference otherwise in any reference document.

#### **1.06 APPLICABILITY OF INDUSTRY STANDARDS**

- A. Construction industry standards shall have the same force and effect as if bound or copied directly in the Contract Documents, except where more stringent requirements are specified. All such applicable standards are made a part of the Contract Documents by reference.
  1. Where compliance with two or more standards are referenced and conflicting requirements for quality or quantities occur, comply with the more stringent requirements. Refer questions regarding apparently conflicting standards to the Architect for a decision before proceeding.
  2. The standard of quality or quantity levels specified, shown, or referenced shall be the minimum to be provided or performed. Refer questions regarding standards of minimum quality or quantity to the Architect before proceeding.

#### **1.07 CONSTRUCTION INDUSTRY ORGANIZATIONS AND DOCUMENTS**

- A. AA -- ALUMINUM ASSOCIATION, INC.
- B. AABC -- ASSOCIATED AIR BALANCE COUNCIL
- C. AAMA -- AMERICAN ARCHITECTURAL MANUFACTURERS ASSOCIATION
- D. AASHTO -- AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
- E. ACI -- AMERICAN CONCRETE INSTITUTE INTERNATIONAL
- F. AISC -- AMERICAN INSTITUTE OF STEEL CONSTRUCTION, INC.
- G. ANSI -- AMERICAN NATIONAL STANDARDS INSTITUTE
- H. ASHRAE -- AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.
- I. ASME -- THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS
  1. ASME A17.1 - Safety Code for Elevators and Escalators; 2004.
- J. ASTM -- AMERICAN SOCIETY FOR TESTING AND MATERIALS

- K. AWI -- ARCHITECTURAL WOODWORK INSTITUTE
- L. AWPA -- AMERICAN WOOD-PRESERVERS' ASSOCIATION
- M. AWS -- AMERICAN WELDING SOCIETY
- N. BHMA -- BUILDERS HARDWARE MANUFACTURERS ASSOCIATION
- O. BIA -- BRICK INDUSTRY ASSOCIATION
- P. CPSC -- CONSUMER PRODUCTS SAFETY COMMISSION
- Q. DHI -- DOOR AND HARDWARE INSTITUTE
- R. DIN -- DEUTSCHES INSTITUT FUR NORMUNG
- S. FM -- FACTORY MUTUAL RESEARCH CORPORATION
- T. ICC -- INTERNATIONAL CODE COUNCIL, INC.
- U. IEEE -- INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS
- V. ISO -- INTERNATIONAL STANDARDS ORGANIZATION
- W. MFMA -- MAPLE FLOORING MANUFACTURERS ASSOCIATION
- X. NAAMM -- THE NATIONAL ASSOCIATION OF ARCHITECTURAL METAL MANUFACTURERS
- Y. NCMA -- NATIONAL CONCRETE MASONRY ASSOCIATION
- Z. NEBB -- NATIONAL ENVIRONMENTAL BALANCING BUREAU
- AA. NEMA -- NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
- AB. NFPA -- NATIONAL FIRE PROTECTION ASSOCIATION
- AC. NRCA -- NATIONAL ROOFING CONTRACTORS ASSOCIATION
- AD. PCI -- PRECAST/PRESTRESSED CONCRETE INSTITUTE
- AE. SDI -- STEEL DOOR INSTITUTE
- AF. SDI -- STEEL DECK INSTITUTE, INC.
- AG. SGCC -- SAFETY GLAZING CERTIFICATION COUNCIL
- AH. SIGMA - SEALED INSULATING GLASS MANUFACTURERS ASSOCIATION (See IGMA)
- AI. SJI -- STEEL JOIST INSTITUTE
- AJ. SMACNA -- SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION, INC.
- AK. SSPC -- THE SOCIETY FOR PROTECTIVE COATINGS
- AL. TCA -- TILE COUNCIL OF AMERICA, INC.
- AM. UL -- UNDERWRITERS LABORATORIES INC.
- AN. USG -- UNITED STATES GYPSUM
  - 1. USG (HB) - Gypsum Construction Handbook; Seventh Edition.
- AO. WWPA -- WESTERN WOOD PRODUCTS ASSOCIATION

**1.08 UNITED STATES GOVERNMENT AND RELATED AGENCIES/DOCUMENTS**

- A. CFR -- CODE OF FEDERAL REGULATIONS
- B. CPSC -- CONSUMER PRODUCTS SAFETY COMMISSION
- C. EPA -- ENVIRONMENTAL PROTECTION AGENCY
- D. FS -- FEDERAL SPECIFICATIONS AND STANDARDS (General Services Administration)
- E. GSA -- U.S. GENERAL SERVICES ADMINISTRATION
- F. USGS -- UNITED STATES GEOLOGICAL SURVEY



**1.09 STATE GOVERNMENT AND RELATED AGENCIES/DOCUMENTS**

- A. CDB -- ILLINOIS CAPITAL DEVELOPMENT BOARD
- B. IDOL -- ILLINOIS DEPARTMENT OF LABOR
- C. IDPH -- ILLINOIS DEPARTMENT OF PUBLIC HEALTH
- D. IEPA -- ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
- E. OSFM -- OFFICE OF THE ILLINOIS STATE FIRE MARSHAL.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

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

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Temporary telecommunications services.
- B. Temporary controls: Barriers, enclosures, and fencing.
- C. Waste removal facilities and services.

**1.02 TELECOMMUNICATIONS SERVICES**

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
- B. Telecommunications services shall include:
  - 1. One (1) mobile cellular telephone for each of Contractor's and any Subcontractor's field personnel.

**1.03 BARRIERS**

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
- C. Provide protection for plants designated to remain. Replace damaged plants.
- D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.
- E. Traffic Controls: Coordinate with Owner for requirements during construction. The Contractor shall provide traffic control in accordance with the applicable portions of Section 701 work zone traffic control and protection, signing of the standard for road and bridge construction and applicable Illinois Department of Transportation highway standards.

**1.04 WASTE REMOVAL**

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.

**1.05 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**

- A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
- B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 60 00**  
**PRODUCT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. General product requirements.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations and procedures.
- E. Procedures for Owner-supplied products.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

**1.02 RELATED REQUIREMENTS**

- A. Document 00 21 13 - Instructions to Bidders: Product options and substitution procedures prior to bid date.

**1.03 SUBMITTALS**

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

**PART 2 PRODUCTS**

**2.01 NEW PRODUCTS**

- A. Provide new products unless specifically required or permitted by the Contract Documents.
- B. Designed, manufactured, and tested in accordance with industry standards.
- C. Where all other criteria are met, Contractor shall give preference to products that:
  - 1. Have a published GreenScreen Chemical Hazard Analysis.

**2.02 PRODUCT OPTIONS**

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

**2.03 MAINTENANCE MATERIALS**

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site and place in location directed by Owner's representative; obtain Owner's signature on receipt for delivery prior to final payment. Submit signed receipts with Closeout Submittals.

## **PART 3 EXECUTION**

### **3.01 SUBSTITUTION PROCEDURES**

- A. Substitutions Prior To Bid Opening: Architect will consider a written request for substitution provided that such request is received at least seven (7) days prior to the Bid opening date. Requests received after that time will not be considered.
  - 1. If a request is approved, the Architect will issue an appropriate addendum not less than three (3) days prior to the Bid opening date.
- B. Substitutions After Notice of Award: Architect will consider a request for substitution only under one or more of the following conditions:
  - 1. Substitution is required for compliance with final interpretation of code requirements or insurance regulations.
  - 2. Specified product is not available through no fault of the Contractor.
  - 3. Specified product is not compatible with other specified materials/equipment.
  - 4. Manufacturer will not certify or warranty specified product as required.
- C. Document each request utilizing Substitution Request Form following this section with complete data substantiating compliance of proposed substitution with Contract Documents. Incomplete requests will not be considered. Submit a separate Substitution Request Form and accompanying documentation for each proposed substitution.
- D. Provide the following minimum documentation with each Substitution Request Form:
  - 1. Product identification, manufacturer, product data including dimensions and weight, performance and installation instructions.
  - 2. Side-by-side itemized comparison of proposed substitution with specified product.
  - 3. Coordination information including other modifications required as a result of proposed substitution.
  - 4. Cost information including the effect of the proposed substitution on the Contract Sum.
- E. Sign and date the Substitution Request Form.
- F. A request for substitution constitutes a representation that the submitter:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  - 2. Agrees to provide the same warranty for the substitution as for the specified product.
  - 3. Agrees to coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional costs or time extension that may subsequently become apparent.
  - 5. Agrees to reimburse Owner and Architect for review or redesign services associated with re-approval by authorities having jurisdiction over the Project.
- G. Architect will notify submitter in writing of decision to accept or reject request.
- H. Substitutions of products or product characteristics/components/options/accessories will not be considered when they are indicated or implied on Contractor's submittals, without separate written request, or when acceptance will require revision to the Contract Documents, whether rejection of said substitutions is expressly identified by Architect on Contractor's submittals or not.

### **3.02 OWNER-SUPPLIED PRODUCTS**

- A. See Section 01 10 00 - Summary for identification of Owner-supplied products.
- B. Owner's Responsibilities:
  - 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
  - 2. Arrange and pay for product delivery to site.
  - 3. On delivery, inspect products jointly with Contractor.
  - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.

5. Arrange for manufacturers' warranties, inspections, and service.
- C. Contractor's Responsibilities:
1. Review Owner reviewed shop drawings, product data, and samples.
  2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
  3. Handle, store, install and finish products.
  4. Repair or replace items damaged after receipt.
  5. Make final connections to Owner-provided equipment, and test equipment.

### **3.03 TRANSPORTATION AND HANDLING**

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

### **3.04 STORAGE AND PROTECTION**

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide bonded off-site storage and protection when site does not permit on-site storage or protection.
- G. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- H. Comply with manufacturer's warranty conditions, if any.
- I. Do not store products directly on the ground.
- J. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- K. Prevent contact with material that may cause corrosion, discoloration, or staining.
- L. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- M. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

**END OF SECTION**

SUBSTITUTION REQUEST FORM

TO: \_\_\_\_\_

PROJECT: \_\_\_\_\_

SPECIFIED ITEM:

<u>Section</u>	<u>Page</u>	<u>Paragraph</u>	<u>Description</u>
----------------	-------------	------------------	--------------------

The undersigned requests consideration of the following:

PROPOSED SUBSTITUTION: \_\_\_\_\_

Attached data includes project description, specifications, drawings, photographs, performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents which the proposed substitution will require for its proper installation.

The undersigned certifies that the following paragraphs, unless modified by attachments, are correct:

1. The proposed substitution does not affect dimensions shown on drawings.
2. The undersigned will pay for changes to the building design, including engineering design, detailings, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse affect on other trades, the construction schedule, or specified warranty requirements.
4. Maintenance and service parts will be locally available for the proposed substitution.

The undersigned further states that the function, appearance, and quality of the proposed substitution are equivalent or superior to the specified item.

Signature \_\_\_\_\_ For use by the design consultant

Firm \_\_\_\_\_  Accepted  Accepted as noted

Address \_\_\_\_\_  Not Accepted  Received too late

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

Date \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Remarks \_\_\_\_\_

Attachments:

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

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition, except removal, disposal, and/or remediation of hazardous materials and toxic substances.
- C. Pre-installation meetings.
- D. Cutting and patching.
- E. Cleaning and protection.
- F. Starting of systems and equipment.
- G. Demonstration and instruction of Owner personnel.
- H. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- I. General requirements for maintenance service.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 30 00 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
- B. Section 01 40 00 - Quality Requirements: Testing and inspection procedures.
- C. Section 01 50 00 - Temporary Facilities and Controls: Temporary exterior enclosures.
- D. Section 01 78 00 - Closeout Submittals: Project record documents, operation and maintenance data, warranties and bonds.

**1.03 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.
  - 1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences. Include design Drawings and calculations for bracing and shoring.
  - 2. Identify demolition firm and submit qualifications.
  - 3. Include a summary of safety procedures.
- C. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.
  - 5. Work of Owner or separate Contractor.

**1.04 PROJECT CONDITIONS**

- A. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
- B. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
- C. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

## **1.05 COORDINATION**

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

## **PART 2 PRODUCTS**

### **2.01 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 60 00 - Product Requirements.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

### **3.02 PREPARATION**

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.



### 3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of examination, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

### 3.04 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

### 3.05 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
  - 1. Verify that construction and utility arrangements are as shown.
  - 2. Report discrepancies to Architect before disturbing existing installation.
  - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Remove existing work as indicated and as required to accomplish new work.
  - 1. Remove items indicated on Drawings.
  - 2. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
  - 3. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- C. Services (Including but not limited to Electrical): Remove, relocate, and extend existing systems to accommodate new construction.
  - 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
  - 2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
  - 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
    - a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
    - b. Provide temporary connections as required to maintain existing systems in service.
  - 4. Verify that abandoned services serve only abandoned facilities.
  - 5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.

- D. Protect existing work to remain.
  1. Prevent movement of structure; provide shoring and bracing if necessary.
  2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
  3. Repair adjacent construction and finishes damaged during removal work.
- E. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
- F. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- G. Refinish existing surfaces as indicated:
  1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
  2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- H. Clean existing systems and equipment.
- I. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- J. Do not begin new construction in alterations areas before demolition is complete.
- K. Comply with all other applicable requirements of this section.

### **3.06 CUTTING AND PATCHING**

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

### **3.07 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

### **3.08 PROTECTION OF INSTALLED WORK**

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

### **3.09 SYSTEM STARTUP**

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- C. Verify that wiring and support components for equipment are complete and tested.
- D. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- E. Submit a written report that equipment or system has been properly installed and is functioning correctly.

### **3.10 ADJUSTING**

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

### **3.11 FINAL CLEANING**

- A. Execute final cleaning prior to final project assessment.
  - 1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
- B. Use cleaning materials that are nonhazardous.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean site; sweep paved areas, rake clean landscaped surfaces.
- F. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

### **3.12 CLOSEOUT PROCEDURES**

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.

- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

**3.13 MAINTENANCE**

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

**END OF SECTION**

**SECTION 01 78 00**  
**CLOSEOUT SUBMITTALS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Equipment Inventory Information
- D. Warranties and bonds.

**1.02 RELATED REQUIREMENTS**

- A. Section 00 72 00 - General Conditions: Performance bond and labor and material payment bonds, warranty, and correction of work.
- B. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- C. Section 01 70 00 - Execution and Closeout Requirements: Contract closeout procedures.
- D. Individual Product Sections: Specific requirements for operation and maintenance data.
- E. Individual Product Sections: Warranties required for specific products or Work.

**1.03 SUBMITTALS**

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
  - 1. Submit preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return with comments.
  - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
  - 3. Submit completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content as required prior to final submission.
  - 4. Submit revised final documents in final in PDF file format on USB flash drive form within 10 days after final inspection.
- C. Warranties and Bonds:
  - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
  - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
  - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PROJECT RECORD DOCUMENTS**

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed shop drawings, product data, and samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.

- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured depths of foundations in relation to finish first floor datum.
  - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - 4. Field changes of dimension and detail.
  - 5. Details not on original Contract drawings.

### **3.02 OPERATION AND MAINTENANCE DATA**

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

### **3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES**

- A. For Each Product, Applied Material, and Finish:
  - 1. Product data, with catalog number, size, composition, and color and texture designations.
  - 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional information as specified in individual product specification sections.
- E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

### **3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS**

- A. For Each Item of Equipment and Each System:
  - 1. Description of unit or system, and component parts.
  - 2. Identify function, normal operating characteristics, and limiting conditions.
  - 3. Include performance curves, with engineering data and tests.
  - 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

- C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- D. Include color coded wiring diagrams as installed.
- E. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- F. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- G. Provide servicing and lubrication schedule, and list of lubricants required.
- H. Include manufacturer's printed operation and maintenance instructions.
- I. Include sequence of operation by controls manufacturer.
- J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- K. Provide control diagrams by controls manufacturer as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Include test and balancing reports.
- O. Additional Requirements: As specified in individual product specification sections.

### **3.05 EQUIPMENT INVENTORY INFORMATION**

- A. Provide in electronic spreadsheet (Microsoft Excel or equivalent) format and equipment inventory of all mechanical, electrical, plumbing and food service equipment items. The following information is required for each item:
  - 1. Description.
  - 2. Location (i.e. room number).
  - 3. Make (Brand name).
  - 4. Model Number.
  - 5. Serial Number.
  - 6. Motor Information.
  - 7. Voltage Information.
  - 8. Filters:
    - a. Size.
    - b. Quantity.
  - 9. V-Belts:
    - a. Size.
    - b. Quantity.
  - 10. Start-Up Date.
  - 11. Service Requirements.
  - 12. For Service Call:
    - a. Firm Name.
    - b. Contact Name.
    - c. Telephone Number.
    - d. Facsimile Number.
    - e. Email Address.
  - 13. Lamps:
    - a. Model Number.
    - b. Quantity.

### **3.06 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS**

- A. Assemble operation and maintenance data into PDF file "manual" for Owner's personnel use, with data arranged in the same sequence as, and bookmarked by, the specification sections.
  - 1. Media: USB flash drive of capacity sufficient to store entire PDF file, unfragmented.
  - 2. Attach a tag or label flash drive with Project name, date, and the title "O&M Manual".
- B. Where systems involve more than one specification section, provide separate bookmark for each system.
- C. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- D. Prepare data in the form of an instructional manual.
- E. Cover Page: Populate the first page of the PDF file with: printed title "OPERATION AND MAINTENANCE MANUAL"; identify title of Project; identify subject matter of contents.
- F. Project Directory: Beginning on the second page of the PDF file; provide Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- G. Table of Contents: List every item identified by a bookmark, using the same identification as in the title of the bookmark.
- H. Bookmarks: Bookmark each separate product and system; identify the contents in the title of the bookmark; on the bookmarked page provide a description of product and major component parts of equipment.
- I. Content: Manufacturer's printed data, legibly scanned, in color where applicable, at 300 dpi resolution.
- J. Drawings: Legibly scanned, in color where applicable, at 300 dpi resolution; PDF file page size to match native sheet size of original drawing.
- K. Arrangement of Contents: Organize each volume in parts as follows:
  - 1. Project Directory.
  - 2. Table of Contents, of all volumes, and of this volume.
  - 3. Operation and Maintenance Data: Arranged by system, then by product category.
    - a. Source data.
    - b. Product data, shop drawings, and other submittals.
    - c. Operation and maintenance data.
    - d. Field quality control data.
    - e. Warranties and bonds.

### **3.07 WARRANTIES AND BONDS**

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Include color, 300 dpi resolution scans of each in Operation and Maintenance Manual PDF file, bookmarked indexed separately in Table of Contents.
- F. Manual: Bind original copies of warranties and bonds in commercial quality 8-1/2 by 11 inch (216 by 279 mm) three D side ring binders with durable plastic covers.
- G. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.



- H. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.
- I. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

**END OF SECTION**

**SECTION 26 05 00**  
**BASIC ELECTRICAL REQUIREMENTS**

**PART 1 GENERAL**

**1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

**1.02 SECTION INCLUDES**

- A. Basic Electrical Requirements and materials specifically applicable to Division 26 Sections, in addition to Division 1 - General Requirements. Section includes:
  - 1. Electrical Identification.
  - 2. Minor Demolition.
  - 3. Conductors and Devices.
  - 4. Raceways and Boxes.
  - 5. Supporting Devices.

**1.03 REGULATORY REQUIREMENTS**

- A. Conform to NFPA 70 - National Electrical Code, latest edition with amendments as adopted by the Village of North Aurora, IL.
- B. Install electrical Work in accordance with the NECA Standard of Installation.

**1.04 DELIVERY, STORAGE AND HANDLING**

- A. Store and protect all materials as specified under the provisions of Section 01 60 00 and as specified herein.
- B. Deliver products to the project properly identified with names, model numbers, types, grades, compliance labels, and other information needed for identification.
- C. Ship products to the job site in their original packaging. Receive and store products in a suitable manner to prevent damage or deterioration. Keep equipment upright at all times.
- D. Investigate the spaces through which equipment must pass to reach its final destination. Coordinate with the manufacturer to arrange delivery at the proper stage of construction and to provide shipping splits where necessary.

**1.05 PROJECT/SITE CONDITIONS**

- A. Install work in locations shown on Drawings, unless prevented by Project conditions. Drawings have omitted certain branch circuitry in areas for ease of reading. All branch circuitry is to be provided by Contractor.
- B. Prepare drawings showing proposed rearrangement of Work to meet Project conditions, including changes to Work specified in other Sections. Obtain permission from Architect/Engineer before proceeding as specified under modification procedures.

**1.06 QUALITY ASSURANCE**

- A. Provide Work as required for a complete and operational electrical installation.
- B. All products shall be designed, manufactured, and tested in accordance with industry standards. Standards, organizations, and their abbreviations as used hereafter, include the following:
  - 1. American National Standards Institute, Inc (ANSI).
  - 2. American Society for Testing and Materials (ASTM).
  - 3. National Electrical Manufacturers Association (NEMA).
  - 4. Underwriters Laboratories, Inc. (UL).
- C. Install all Work in accordance with the NECA Standard of Installation.

**1.07 SUBMITTALS**

- A. Submit all requested items in Division 26 Sections under provisions of Section 01 30 00.

## **1.08 SUBSTITUTIONS**

- A. Substitutions will be considered only as allowed within the provisions of Section 01 60 00.

## **1.09 PROJECT RECORD DOCUMENTS**

- A. Cooperate and assist in the preparation of project record documents under the provisions of Section 01 78 00.

## **1.10 TRENCHING, FILL AND COMPACTION**

- A. Provide trenching, fill and compaction for all work indicated on Drawings and specified in Division 26 sections.

## **PART 2 PRODUCTS**

### **2.01 WIRING METHODS**

- A. Use no wire smaller than 12 AWG for power and lighting circuits, and no smaller than 14 AWG for control wiring.
  - 1. Use 10 AWG conductor for 20 ampere, 120 volt branch circuit home runs longer than 100 feet. Use minimum #10 AWG conductor wire in all the following locations:
    - a. All programmable panel branch circuits (larger where indicated).
    - b. All emergency lighting and exit branch circuits.

### **2.02 WIRE AND CABLE**

- A. Manufacturers:
  - 1. Okonite.
  - 2. Southwire.
  - 3. Collyer.
- B. Building Wire:
  - 1. Use 10 AWG conductors for 20 ampere, 120 volt branch circuits longer than 75 feet (25 m).
  - 2. Use 10 AWG conductors for 20 ampere, 277 volt branch circuits longer than 200 feet (60 m).
- C. Locations:
  - 1. Exterior Locations: Use only building wire with Type XHHW insulation in raceway.
  - 2. Underground Installations: Use only building wire with Type RHH or RHW insulation in raceway.

### **2.03 RACEWAY REQUIREMENTS**

- A. Use only specified raceway in the following locations:
  - 1. Branch Circuits and Feeders:
    - a. Site Lighting: Sch 40 PVC, concrete encased under road ways and parking lots.
    - b. All other locations: Galvanized Rigid Metallic Conduit.

### **2.04 METALLIC CONDUIT AND FITTINGS**

- A. Conduit:
  - 1. Rigid Steel Conduit: ANSI C80.1.
- B. Conduit Fittings:
  - 1. Metal Fittings and Conduit Bodies: NEMA FB 1.

### **2.05 NONMETALLIC TUBING**

- A. Manufacturers:
  - 1. Carlon Co.
  - 2. LCP National Plastics, Inc.
  - 3. Pacific Western Extruded Plastics Co.
- B. Description: UL651A "Type EB and A PVC Conduit and HDPE Conduit."
  - 1. Conduit: Schedule 40. Suitable for exposure to sunlight and direct burial.

## **2.06 HAND HOLES**

- A. Manufacturers:
  - 1. Quazite.
  - 2. Approved Equal
- B. Description: Precast polymer concrete or precast concrete, Non-conductive, non-flammable with open bottom. Flanged, non-conductive, gasketed cover enclosure with stainless-steel cover screws.
  - 1. Load Rating: UL listed Tier 22 as suitable for driveway, parking lot and off-roadway applications subject to occasional non-deliberate heavy vehicular traffic.
  - 2. Cover inscribed with "FIELD LIGHTING" or "ELECTRIC" or other suitable description.

## **2.07 NAMEPLATES AND LABELS**

- A. Nameplates: Engraved three-layer laminated plastic, black letters on white background.
- B. Locations:
  - 1. Each electrical distribution and control equipment enclosure.
- C. Letter Size:
  - 1. Use 1/8 inch letters for identifying individual equipment and loads.
  - 2. Use 1/4 inch letters for identifying grouped equipment and loads.
- D. Labels: Embossed adhesive tape, with 3/16 inch white letters on a black background. Use only for identification of individual wall switches and receptacles and control device stations.

## **2.08 WIRE AND CABLE MARKERS**

- A. Manufacturers:
  - 1. Brady Model PCPS.
  - 2. Panduit Model PCM.
  - 3. T & B Model WM.
- B. Description: Cloth type wire markers.
- C. Locations: Each conductor at panelboard gutters, pull boxes, and each load connection.
- D. Legend:
  - 1. Power and Lighting Circuits: Branch circuit or feeder number indicated on drawings.

## **2.09 CONDUIT MARKERS**

- A. Location: Furnish markers for each conduit longer than 6 feet.
- B. Spacing: 20 feet on center.
- C. Color:
  - 1. 480 Volt System: Orange
  - 2. 208 Volt System: Black
  - 3. Fire Alarm System: Red.

## **2.10 UNDERGROUND WARNING TAPE**

- A. Description: 4 inch wide plastic tape, detectable type, colored red with suitable warning legend describing buried electrical lines.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION AND PREPARATION**

- A. Provide temporary wiring and connections to maintain existing systems in service during construction. When work must be performed on energized equipment or circuits, use personnel experienced in such operations.
- B. Beginning of demolition means installer accepts existing conditions.
- C. Verify that supporting surfaces are ready to receive work.
- D. Degrease and clean surfaces to receive wire markers.

- E. Completely and thoroughly swab raceway system before installing conductors.

### **3.02 DEMOLITION AND EXTENSION OF EXISTING ELECTRICAL WORK**

- A. Remove all existing electrical installations to accommodate new construction.
- B. Remove abandoned wiring to source of supply.
- C. Repair adjacent construction and finishes damaged during demolition and extension work.
- D. Properly dispose of all ballast to approved ballast recycler. Do not land fill ballasts.
- E. Remove and dispose of removed poles and bases.

### **3.03 APPLICATION**

- A. Install nameplate and label parallel to equipment lines.
- B. Secure nameplate to equipment front using screws.
- C. Secure nameplates to inside surface of door on panelboard that is recessed in finished locations.
- D. Identify underground conduits using underground warning tape. Install one tape per trench at 3 inches below finished grade.
- E. Neatly train and secure wiring inside boxes, equipment, and panelboards.
- F. Route wire and cable as required to meet project conditions.
  - 1. Wire and cable routing indicated is approximate unless dimensioned.
  - 2. Where wire and cable destination is indicated and routing is not shown, determine exact routing and lengths required.
- G. Pull all conductors into raceway at same time.
- H. Protect exposed cable from damage.
- I. Neatly train and lace wiring inside boxes, equipment and panelboards.
- J. Support cables above accessible ceilings to keep them from resting on ceiling tiles.
- K. Make splices, taps, and terminations to carry full ampacity of conductors without perceptible temperature rise.
- L. Provide anchors, fasteners, and supports in accordance with NECA "Standard of Installation".
- M. Do not fasten supports to pipes, ducts, mechanical equipment, and conduit.
- N. Do not use powder-actuated anchors.
- O. Do not drill or cut structural members.
- P. Use sheet metal channel to bridge studs above and below cabinets and panelboards recessed in hollow partitions.
- Q. Terminate spare conductors with electrical tape.

**END OF SECTION**

**SECTION 26 56 00**  
**EXTERIOR LIGHTING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Exterior luminaires.
- B. Lamps.
- C. Poles and accessories.

**1.02 RELATED REQUIREMENTS**

- A. Section 26 05 00 - Basic Electrical Requirements

**1.03 REFERENCE STANDARDS**

- A. ANSI C136.10 - American National Standard for Roadway and Area Lighting Equipment - Locking-Type Photocontrol Devices and Mating Receptacles - Physical and Electrical Interchangeability and Testing; 2010.
- B. ANSI C136.2 — Dielectric Withstand and Electrical Transient
- C. IEEE C2 - National Electrical Safety Code; 2012.
- D. IEEE C62.41.2 - Recommended Practice on Characterization of Surges in Low-Voltage (1000 V and less) AC Power Circuits; 2002 (Cor 1, 2012).
- E. IES LM-79 - Approved Method: Electrical and Photometric Measurements of Solid-State Lighting Products; 2008.
- F. IESNA LM-64 - Photometric Measurements of Parking Areas; 2001 (Reaffirmed 2007).
- G. IES LM-80 - Approved Method: Measuring Luminous Flux and Color Maintenance of LED Packages, Arrays, and Modules; Illuminating Engineering Society; 2015.
- H. IES RP-8 - Roadway Lighting; 2014.
- I. NECA 1 - Standard for Good Workmanship in Electrical Construction; 2010.
- J. NECA/IESNA 501 - Standard for Installing Exterior Lighting Systems; 2006.
- K. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- L. UL 1598 - Luminaires; Current Edition, Including All Revisions.
- M. UL 8750 - Light Emitting Diode (LED) Equipment for Use in Lighting Products; Current Edition, Including All Revisions.

**1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Coordinate placement of poles and associated foundations with utilities, curbs, sidewalks, trees, walls, fences, striping, etc. installed under other sections or by others. Coordinate elevation to obtain specified foundation height.
  - 2. Notify Architect/Engineer of any conflicts or deviations from the contract documents to obtain direction prior to proceeding with work.

**1.05 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings:
  - 1. Indicate dimensions and components for each luminaire that is not a standard product of the manufacturer.
  - 2. Provide photometric calculations where luminaires are proposed for substitution upon request.
- C. Product Data: Provide manufacturer's standard catalog pages and data sheets including detailed information on luminaire construction, dimensions, ratings, finishes, mounting

requirements, listings, service conditions, photometric performance, weight, effective projected area (EPA), and installed accessories; include model number nomenclature clearly marked with all proposed features.

1. LED Luminaires:
    - a. Include estimated useful life, calculated based on IES LM-80 test data.
    - b. Include IES LM-79 test report upon request.
  2. Lamps: Include rated life and initial and mean lumen output.
  3. Poles: Include information on maximum supported effective projected area (EPA) and weight for the design wind speed.
- D. Certificates for Poles and Accessories: Manufacturer's documentation that products are suitable for the luminaires to be installed.
- E. Manufacturer's Installation Instructions: Indicate application conditions and limitations of use stipulated by product testing agency. Include instructions for storage, handling, protection, examination, preparation, installation, and starting of product.
- F. Operation and Maintenance Data: Instructions for each product including information on replacement parts.
- G. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
1. See Section 01 60 00 - Product Requirements, for additional provisions.
- H. Project Record Documents: Record actual connections and locations of pole foundations, luminaires, and any pull or junction boxes.

#### **1.06 QUALITY ASSURANCE**

- A. Conform to requirements of NFPA 70.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum five years documented experience.

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

- A. Receive, handle, and store products according to NECA/IESNA 501 and manufacturer's written instructions.
- B. Keep products in original manufacturer's packaging and protect from damage until ready for installation.
- C. Receive, handle, and store wood poles in accordance with ANSI O5.1.

#### **1.08 WARRANTY**

- A. See Section 01 78 00 - Closeout Submittals, for additional warranty requirements.
- B. Provide ten year manufacturer warranty for all LED luminaires, including drivers.

### **PART 2 PRODUCTS**

#### **2.01 LUMINAIRE TYPES**

- A. Type FA: Pole-mounted LED area luminaire.
  1. Configuration: Single luminaire(s).
  2. Luminaire(s):
    - a. Products:
      - 1) Hubbell Outdoor AIRO - ASL.
      - 2) GE Evolve LED Streetlight - ERL1.
      - 3) Approved Vendor through Illinois Department of Central Management Services' "Smart Street Lighting for Illinois Municipalities" program..
      - 4) Substitutions: See Section 01 60 00 - Product Requirements.
    - b. Housing: Aluminum.
    - c. Finish: Gray.
    - d. Shape: Rectilinear.
    - e. Lamp: 7,000 nominal lumens, 3000K CCT.
    - f. Lighting Distribution per IES RP-8:

- 1) Lateral Distribution: Type II.
  - 2) Cutoff Category: Full cutoff.
  - g. Voltage: Universal Voltage 120-277 V.
  - h. Driver: Dimmable, 0-10V.
  - i. Mounting: side arm suitable for mounting on specified pole, finish to match pole.
  - j. Provide with the following features/accessories:
    - 1) Integral locking control interface for photo control complying with ANSI C136.41, 7-pin.
    - 2) Integral surge suppression device with rating as indicated per IEEE 62.41.2, Scenario 1, Category C..
    - 3) Fuse holder: HEB-AA line conductor and NET-AA neutral conductor.
    - 4) Photo-cell: Tork No. 2007.
  - k. Listings:
    - 1) Suitable for wet locations.
  - l. Provide three (3) additional luminaires for owner stock..
- B. Type FB: Pole-mounted LED area luminaire.
- 1. Configuration: Two luminaire(s) mounted 180 degrees apart as indicated.
  - 2. Luminaire(s):
    - a. Products:
      - 1) Hubbell Outdoor AIRO - ASL.
      - 2) GE Evolve LED Streetlight - ERL1.
      - 3) Approved Vendor through Illinois Department of Central Management Services' "Smart Street Lighting for Illinois Municipalities" program..
      - 4) Substitutions: See Section 01 60 00 - Product Requirements.
    - b. Housing: Aluminum.
    - c. Finish: Gray.
    - d. Shape: Rectilinear.
    - e. Lamp: 7,000 nominal lumens, 3000K CCT.
    - f. Lighting Distribution per IES RP-8:
      - 1) Lateral Distribution: Type II.
      - 2) Cutoff Category: Full cutoff.
    - g. Voltage: Universal Voltage 120-277 V.
    - h. Driver: Dimmable, 0-10V.
    - i. Mounting: side arm suitable for mounting on specified pole, finish to match pole.
    - j. Provide with the following features/accessories:
      - 1) Integral locking control interface for photo control complying with ANSI C136.41, 7-pin.
      - 2) Integral surge suppression device with rating as indicated per IEEE 62.41.2, Scenario 1, Category C..
      - 3) Fuse holder: HEB-AA line conductor and NET-AA neutral conductor.
      - 4) Photo-cell: Tork No. 2007.
    - k. Listings:
      - 1) Suitable for wet locations.
- C. Type FC: Pole-mounted LED area luminaire.
- 1. Configuration: Single luminaire(s).
  - 2. Luminaire(s):
    - a. Products:
      - 1) Hubbell Outdoor AIRO - ASL.
      - 2) GE Evolve LED Streetlight - ERL1.
      - 3) Approved Vendor through Illinois Department of Central Management Services' "Smart Street Lighting for Illinois Municipalities" program..
      - 4) Substitutions: See Section 01 60 00 - Product Requirements.
    - b. Housing: Aluminum.
    - c. Finish: Gray.



- d. Shape: Rectilinear.
  - e. Lamp: 5,000 nominal lumens, 3000K CCT.
  - f. Lighting Distribution per IES RP-8:
    - 1) Lateral Distribution: Type III.
    - 2) Cutoff Category: Full cutoff.
  - g. Voltage: Universal Voltage 120-277 V.
  - h. Driver: Dimmable, 0-10V.
  - i. Mounting: side arm suitable for mounting on specified pole, finish to match pole.
  - j. Provide with the following features/accessories:
    - 1) Integral locking control interface for photo control complying with ANSI C136.41, 7-pin.
    - 2) Fuse holder: HEB-AA line conductor and NET-AA neutral conductor.
    - 3) Photo-cell: Tork No. 2007.
    - 4) Integral surge suppression device with rating as indicated per IEEE 62.41.2, Scenario 1, Category C..
  - k. Listings:
    - 1) Suitable for wet locations.
  - l. Provide three (3) additional luminaires for owner stock..
- D. Type FD: Pole-mounted LED area luminaire.
- 1. Configuration: Single luminaire(s).
  - 2. Luminaire(s):
    - a. Products:
      - 1) Hubbell Outdoor AIRO - ASL.
      - 2) GE Evolve LED Streetlight - ERL1.
      - 3) Approved Vendor through Illinois Department of Central Management Services' "Smart Street Lighting for Illinois Municipalities" program..
      - 4) Substitutions: See Section 01 60 00 - Product Requirements.
    - b. Housing: Aluminum.
    - c. Finish: Dark Bronze.
    - d. Shape: Rectilinear.
    - e. Lamp: 5,000 nominal lumens, 3000K CCT.
    - f. Lighting Distribution per IES RP-8:
      - 1) Lateral Distribution: Type III.
      - 2) Cutoff Category: Full cutoff.
    - g. Voltage: Universal Voltage 120-277 V.
    - h. Driver: Dimmable, 0-10V.
    - i. Mounting: side arm suitable for mounting on specified pole, finish to match pole.
    - j. Provide with the following features/accessories:
      - 1) Integral locking control interface for photo control complying with ANSI C136.41, 7-pin.
      - 2) Integral surge suppression device with rating as indicated per IEEE 62.41.2, Scenario 1, Category C..
      - 3) Fuse holder: HEB-AA line conductor and NET-AA neutral conductor.
      - 4) Photo-cell: Tork No. 2007.
    - k. Listings:
      - 1) Suitable for wet locations.
- E. Type FE: Pole-mounted LED area luminaire.
- 1. Configuration: Two luminaire(s) mounted 180 degrees apart as indicated.
  - 2. Luminaire(s):
    - a. Products:
      - 1) Hubbell Outdoor AIRO - ASL.
      - 2) GE Evolve LED Streetlight - ERL1.
      - 3) Approved Vendor through Illinois Department of Central Management Services' "Smart Street Lighting for Illinois Municipalities" program..

- 4) Substitutions: See Section 01 60 00 - Product Requirements.
  - b. Housing: Aluminum.
  - c. Finish: Dark Bronze.
  - d. Shape: Rectilinear.
  - e. Lamp: 5,000 nominal lumens, 3000K CCT.
  - f. Lighting Distribution per IES RP-8:
    - 1) Lateral Distribution: Type IV.
    - 2) Cutoff Category: Full cutoff.
  - g. Voltage: Universal Voltage 120-277 V.
  - h. Driver: Dimmable, 0-10V.
  - i. Mounting: side arm suitable for mounting on specified pole, finish to match pole.
  - j. Provide with the following features/accessories:
    - 1) Integral locking control interface for photo control complying with ANSI C136.41, 7-pin.
    - 2) Integral surge suppression device with rating as indicated per IEEE 62.41.2, Scenario 1, Category C..
    - 3) Fuse holder: HEB-AA line conductor and NET-AA neutral conductor.
    - 4) Photo-cell: Tork No. 2007.
  - k. Listings:
    - 1) Suitable for wet locations.
- F. Type FF: Pole-mounted LED area luminaire.
- 1. Configuration: Single luminaire(s).
  - 2. Luminaire(s):
    - a. Products:
      - 1) Hubbell Outdoor AIRO - ASL.
      - 2) GE Evolve LED Streetlight - ERL1.
      - 3) Approved Vendor through Illinois Department of Central Management Services' "Smart Street Lighting for Illinois Municipalities" program..
      - 4) Substitutions: See Section 01 60 00 - Product Requirements.
    - b. Housing: Aluminum.
    - c. Finish: Dark Bronze.
    - d. Shape: Rectilinear.
    - e. Lamp: 7,000 nominal lumens, 3000K CCT.
    - f. Lighting Distribution per IES RP-8:
      - 1) Lateral Distribution: Type IV.
      - 2) Cutoff Category: Full cutoff.
    - g. Voltage: Universal Voltage 120-277 V.
    - h. Driver: Dimmable, 0-10V.
    - i. Mounting: side arm suitable for mounting on specified pole, finish to match pole.
    - j. Provide with the following features/accessories:
      - 1) Integral locking control interface for photo control complying with ANSI C136.41, 7-pin.
      - 2) Integral surge suppression device with rating as indicated per IEEE 62.41.2, Scenario 1, Category C..
      - 3) Fuse holder: HEB-AA line conductor and NET-AA neutral conductor.
      - 4) Photo-cell: Tork No. 2007.
    - k. Listings:
      - 1) Suitable for wet locations.

## 2.02 LUMINAIRES

- A. Provide products that comply with requirements of NFPA 70.
- B. Provide products that are listed and labeled as complying with UL 1598, where applicable.
- C. Provide products listed, classified, and labeled as suitable for the purpose intended.

- D. Provide products complying with Federal Energy Management Program (FEMP) requirements.
- E. Unless otherwise indicated, provide complete luminaires including lamp(s) and all sockets, ballasts, reflectors, lenses, housings and other components required to position, energize and protect the lamp and distribute the light.
- F. Unless specifically indicated to be excluded, provide all required conduit, boxes, wiring, connectors, hardware, poles, foundations, supports, trims, accessories, etc. as necessary for a complete operating system.
- G. Provide products suitable to withstand normal handling, installation, and service without any damage, distortion, corrosion, fading, discoloring, etc.
- H. Provide luminaires listed and labeled as suitable for wet locations unless otherwise indicated.
- I. LED Luminaires:
  - 1. Components: UL 8750 recognized or listed as applicable.
  - 2. Tested in accordance with IES LM-79 and IES LM-80.
  - 3. LED Estimated Useful Life: Minimum of 50,000 hours at 70 percent lumen maintenance, calculated based on IES LM-80 test data.

### **2.03 POLES**

- A. Manufacturers:
  - 1. Ameron International: MEO-114-MOAEC8; [www.ameronpoles.com](http://www.ameronpoles.com)..
  - 2. Substitutions: Not Permitted.
- B. All Poles:
  - 1. Provide poles and associated support components suitable for the luminaire(s) and associated supports and accessories to be installed.
  - 2. Material: Concrete, unless otherwise indicated.
  - 3. Mounting Height: Pole Height above the ground = 23', unless otherwise indicated.
  - 4. Unless otherwise indicated, provide with the following features/accessories:
    - a. Mast Arm with adaptive hardware as necessary.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that field measurements are as shown on the drawings.
- B. Verify that outlet boxes are installed in proper locations and at proper mounting heights and are properly sized to accommodate conductors in accordance with NFPA 70.
- C. Verify that suitable support frames are installed where required.
- D. Verify that branch circuit wiring installation is completed, tested, and ready for connection to luminaires.
- E. Verify that conditions are satisfactory for installation prior to starting work.

### **3.02 PREPARATION**

- A. Provide extension rings to bring outlet boxes flush with finished surface.
- B. Clean dirt, debris, plaster, and other foreign materials from outlet boxes.

### **3.03 INSTALLATION**

- A. Coordinate locations of outlet boxes provided under Section 26 05 00 as required for installation of luminaires provided under this section.
- B. Install products according to manufacturer's instructions.
- C. Install luminaires securely, in a neat and workmanlike manner, as specified in NECA 1 (general workmanship) and NECA/IESNA 501 (exterior lighting).
- D. Install luminaires plumb and square and aligned with building lines and with adjacent luminaires.
- E. Recessed Luminaires:
  - 1. Install trims tight to mounting surface with no visible light leakage.

2. Non-IC Rated Luminaires: Maintain required separation from insulation and combustible materials according to listing.
  3. Luminaires Recessed in Fire-Rated Ceilings: Install using accessories and firestopping materials to meet regulatory requirements for fire rating.
- F. Suspended Luminaires:
1. Unless otherwise indicated, specified mounting heights are to bottom of luminaire.
  2. Install using the suspension method indicated, with support lengths and accessories as required for specified mounting height.
  3. Provide minimum of two supports for each luminaire equal to or exceeding 4 feet in length, with no more than 4 feet (1.2 m) between supports.
- G. Wall-Mounted Luminaires: Unless otherwise indicated, specified mounting heights are to center of luminaire.
- H. Pole-Mounted Luminaires:
1. Embedded Poles: Install poles plumb as indicated.
  2. Grounding:
    - a. Bond luminaires, metal accessories, metal poles, and foundation reinforcement to branch circuit equipment grounding conductor.
  3. Install separate service conductors, 10 AWG copper, from each luminaire down to handhole for connection to branch circuit conductors.
  4. Electrical Contractor shall provide conduits, fuse holder and fuses for each phase.
- I. Install accessories furnished with each luminaire.
- J. Bond products and metal accessories to branch circuit equipment grounding conductor.
- K. Install lamps in each luminaire.

### **3.04 FIELD QUALITY CONTROL**

- A. See Section 01 40 00 - Quality Requirements, for additional requirements.
- B. Inspect each product for damage and defects.
- C. Operate each luminaire after installation and connection to verify proper operation.
- D. Correct wiring deficiencies and repair or replace damaged or defective products. Repair or replace excessively noisy ballasts as determined by Architect.

### **3.05 ADJUSTING**

- A. Aim and position adjustable luminaires to achieve desired illumination as indicated or as directed by Architect. Secure locking fittings in place.

### **3.06 CLEANING**

- A. Clean surfaces according to NECA/IESNA 501 and manufacturer's instructions to remove dirt, fingerprints, paint, or other foreign material and restore finishes to match original factory finish.

### **3.07 CLOSEOUT ACTIVITIES**

- A. See Section 01 78 00 - Closeout Submittals, for closeout submittals.
- B. Just prior to Substantial Completion, replace all lamps that have failed.

### **3.08 PROTECTION**

- A. Protect installed luminaires from subsequent construction operations.

**END OF SECTION**

**SECTION 31 23 16  
EXCAVATION**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Excavating for light pole installation.

**1.02 PROJECT CONDITIONS**

- A. Verify that survey bench mark and intended elevations for the Work are as indicated.

**1.03 SEQUENCING AND SCHEDULING**

- A. Schedule, sequence and coordinate the work of this section, and prior and subsequent portions of the work, in accordance with the requirements of Section 01 40 00 - Quality Requirements.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that survey bench mark and intended elevations for the work are as indicated.

**3.02 PREPARATION**

- A. Identify required lines, levels, contours, and datum locations.
- B. Locate, identify, and protect utilities that remain and protect from damage.
- C. Protect plants, lawns, rock outcroppings, and other features to remain.

**3.03 EXCAVATING**

- A. Excavate to accommodate construction operations.
- B. Notify Architect of unexpected subsurface conditions and discontinue affected Work in area until notified to resume work.
- C. Correct areas that are over-excavated and load-bearing surfaces that are disturbed.
- D. Grade top perimeter of excavation to prevent surface water from draining into excavation.
- E. Remove excavated material that is unsuitable for re-use from site.
- F. Remove excess excavated material from site to a location determined by the Village located within the Village boundary's.

**3.04 PROTECTION**

- A. Prevent displacement of banks and keep loose soil from falling into excavation; maintain soil stability.

**END OF SECTION**